DOCUMENT RESUME

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SPONS AGENCY	Appalachian Regional Commission, Washington, D.C.
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IDENTIFIERS	*South Carolina

ABSTRACT

An automated record-keeping system for publicly supported day care centers, developed by the South Carolina Office of Child Development (OCD), is described here. This OCD Information System evolved around the need for accurate and timely data pertaining to publicly funded day care centers. Allowance was made for possible subsequent inclusion of family and group day care facilities. A preliminary study of six South Carolina counties showed a lack of uniformity in record-keeping and the need for a computerized information system. The three data collection instruments described here were designed to implement development of an integrated data base: (1) a Client-Guardian Record, (2) a Center Record and (3) an Employee Record. These instruments were designed to collect, aggregate, analyze and disseminate data in a concise and confidential manner for the use of authorized state agencies. During the initial demonstration phase of the system's implementation, OCD personnel were involved in field work to educate day care center personnel in use of the record forms. Informational printouts, derived from continually updated data, include state, county and center summaries, as well as client and employee rosters. Approximately half this document consists of samples of record forms and summary reports. (BF)

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SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES — CENTER NOT FOUND

OFFICE OF CHILD DEVELOPMENT

PGM: PD30030 — DATE: 02/05/76
RD: PD30030 — CENTER SUMMARY — PAGE: 300

NUMBER OF CHILDREN BY RACES:

WHITE	72
BLACK	217
SPAN AMERICAN	0
AMERICAN INDIAN	0
OTHER	0
TOTAL NO. OF CHILDREN:	290

TOTAL MALE CHILDREN:	165
TOTAL FEMALE CHILDREN:	123

NUMBER OF CHILDREN THAT ARE

MENTALLY RETARDED	7
BLIND	0
EMOTIONALLY DISTURBED	6
PHYSICALLY HANDICAPPED	7
	0

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NATIONAL INSTITUTE OF EDUCATION

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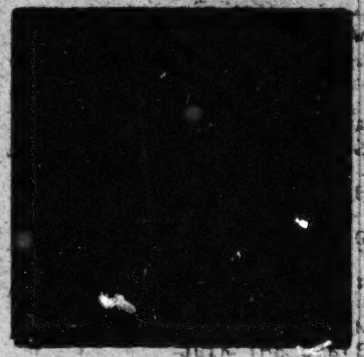

	1
	3
	2
	17
	17
	44
	83
	102
	23
	0

NO. OF CHILDREN JOINED CENTER IN THE LAST 12 MONTHS: 290

NUMBER OF VOLUNTEERS: 0

INDOOR AREA PER CHILD SQ FT: 42.4
OUTDOOR AREA PER CHILD SQ FT: 49.2

NUMBER AND % OF TOTAL IMMUNIZED:

TETANUS	42	14.4%
MEASLES	290	100.0%
POLIO	290	100.0%
WHOOPING COUGH	42	14.4%
DIPTHERIA	41	14.1%

NUMBER OF CHILDREN WITH ABSENT

MOTHERS	10
FATHERS	200

NUMBER OF CHILDREN FROM FAMILIES WITH FEMALE HEAD: 192

AVG. NO. OF SCHOOL YEARS COMPLETED:

MOTHER	10
	9

WORKED PER WEEK:

	39
	40

AT HAVE RECEIVED

MONTHS:	166 03
	6.1
GS PER FAMILY:	2.9
	4,686

K PAST 12 MONTHS TO

	61
LEAVE THE CENTER	13

TOTAL NO. OF EMPLOYEES AND AVG. SALARY WITH:

NO DEGREE	5	5,208
HIGH SCHOOL	20	6,380
CERTIFICATE	4	5,851
ASSOCIATE	9	5,865
BACHELOR	13	7,938
MASTER	8	12,873
M.D.	0	0

SERVICES & NO. OF CLIENTS/PARENT/GUARDIANS RECEIVING THEM:

EDUCATION FOR PARENTHOOD	30	PSYCHOLOGICAL TESTING	21	INFORMATION AND REFERRAL	157	BREAKFAST	241
CHILD ABUSE AND NEGLECT	23	MATERNAL & CHILD HEALTH	9	COUNSELLING AND GUIDANCE	71	LUNCH	242
PREVENTIVE HEALTH	206	FAMILY PLANNING	21	HOME VISITATION	263	SNACK-AM	244
INFANT STIMULATION PROG	15	EPSDT	154	PARENT INVOLVEMENT	91	SNACK-PM	243
TODDLER STIMULATION PROG	28	TRANSPORTATION	177	COGNITIVE STIMULATION	272	KINDERGARTEN	113
PRE [illegible]		[illegible] LIBRARY	0	OTHER		SPEECH AND HEARING THER	11

FD129439

PS 008849

STATE OF SOUTH CAROLINA

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES

OFFICE OF CHILD DEVELOPMENT

PROGRAM MANAGEMENT UNIT

January, 1976

Second Printing
July, 1976

"The OCD INFORMATION SYSTEM"

A report of accomplishments by the study team that undertook the task of providing an automated record-keeping system: Record and Foundation

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Copies of this report are available from Ms. Betty V. Carnes, Director, Office of Child Development, South Carolina Department of Social Services, P.O. Box 1520, Columbia, South Carolina 29202.

FOREWORD

For several years, the South Carolina Office of Child Development (OCD) has faced the difficult task of comprehending and mastering a service delivery system, without a standardized mechanism. This is not to say that publicly supported day care centers in South Carolina did not have any records, rather, they varied from center to center and presented a very rudimentary method of keeping track of their children.

Living in the computer-age, coupled with the continuously increasing demand for more and better data, it became apparent that something had to be done, efficiently and quickly, especially in order to be able to comply with Title XX reporting requirements. It was concluded that data centralization in the Office of Child Development is imperative if the financial and program needs of publicly supported day care centers are to be met and justified on a timely basis.

This report reflects the effort of finding a feasible solution to the problem. The six counties (Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg) under ARC jurisdiction were selected as the area for the demonstration project.

ACKNOWLEDGEMENTS

The Program Management Unit would like to offer their special thanks to Col. Charles H. Burr, Director, Division of Computer Systems Management, State of South Carolina Budget and Control Board and Mr. Jack M. Cooper, Director, Computer Services Division, University of South Carolina. Invaluable assistance was also provided by Mr. Bryce H. Smith, Graduate Assistant, University of South Carolina Computer Center. We would also like to thank the support staff, too numerous to mention, whose efforts made this project a success.

NAIM AHMED, Ph.D.
WALTER WOLF, Ph.D.
GERARD L. OTTEN, MSW

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THE PROBLEM

Before an organized effort for the collection of data is possible, tools must be developed in order to make such an enormous task manageable.

In the past, the Office of Child Development, as is the case with other agencies, had to rely on its own resources, to obtain information pertaining to its child population, day care centers, and employees who were serving in various capacities in these facilities. Because of the aforementioned lack of uniformity in the maintenance of day care center records, it was extremely difficult, if not impossible, to collect, aggregate, and analyze information pertaining to Office of Child Development programs in an uniform, consistent and timely manner. In accordance with growth, the problem of providing "intelligence" in any organization is a subject of great concern. In order to build a system with the capability to grow and evolve with the needs and demands of the people of South Carolina, the Program Management Unit of OCD was authorized to study available alternatives and submit the findings to its administrators. After due consideration, it was agreed that OCD deserved as a management tool, a computerized information system, that would address itself to meeting the identified needs.

THE SOLUTION

Phase I

As disscussed in the previous chapter, the Program Management Unit of the Office of Child Development proposed a computerized information system for OCD in November of 1974. Toward this most prodigious undertaking, Program Management presented "Recordkeeping Made Easy", during South Carolina's Symposium on Child Development (January 22 - 24, 1975). The presentation was very well received by the attendees who recognized the need for a total system.

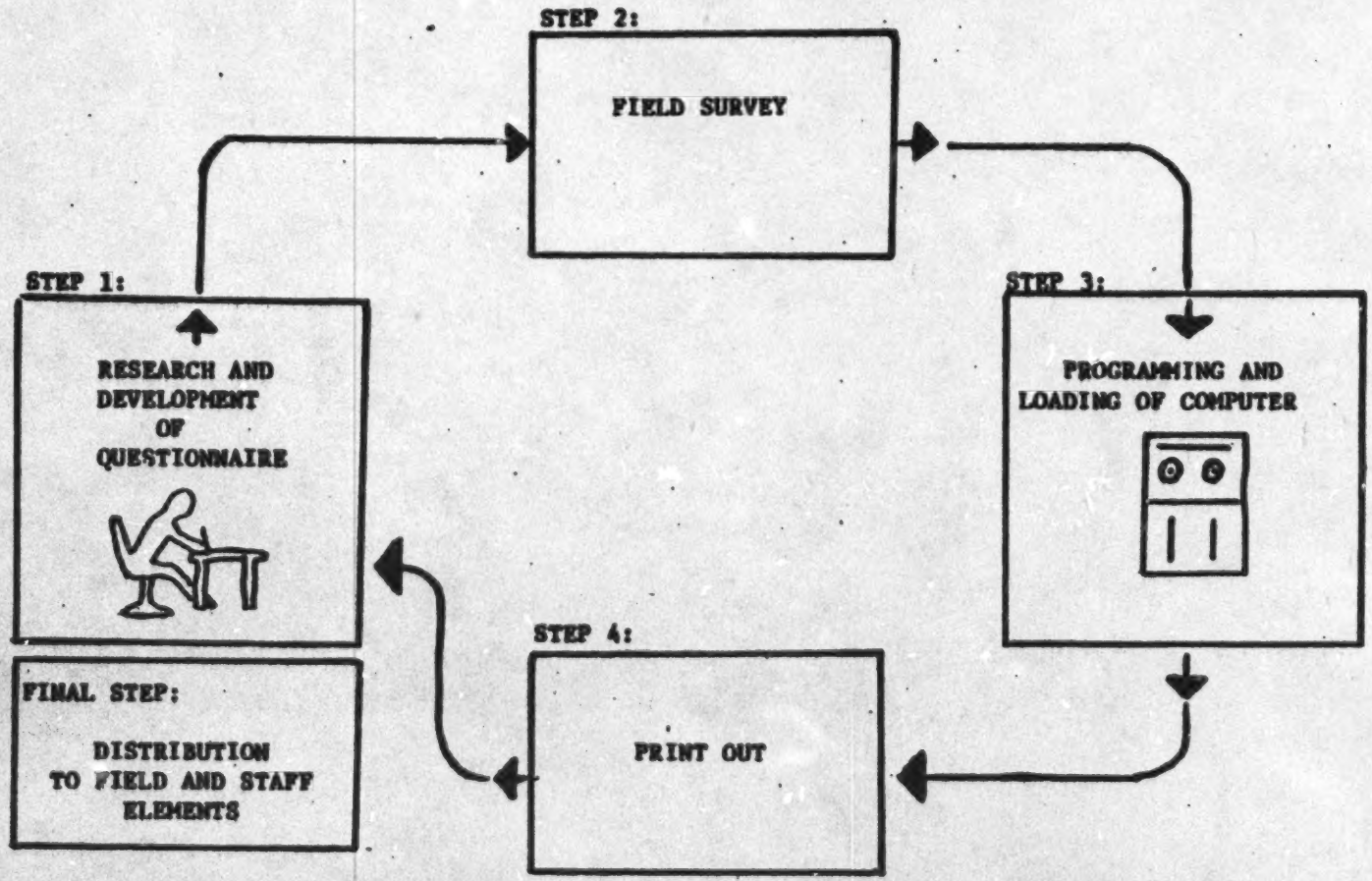
In May 1975, approval for the development of an OCD Information System was granted by the South Carolina Department of Social Services (DSS) and the State Budget and Control Board, in partnership with the U.S.C. Computer Center, the sub-contractor. Work on the project commenced almost immediately. The result is an outstanding example of the cooperation between two separate State offices - South Carolina Office of Child Development, and the University of South Carolina Computer Center.

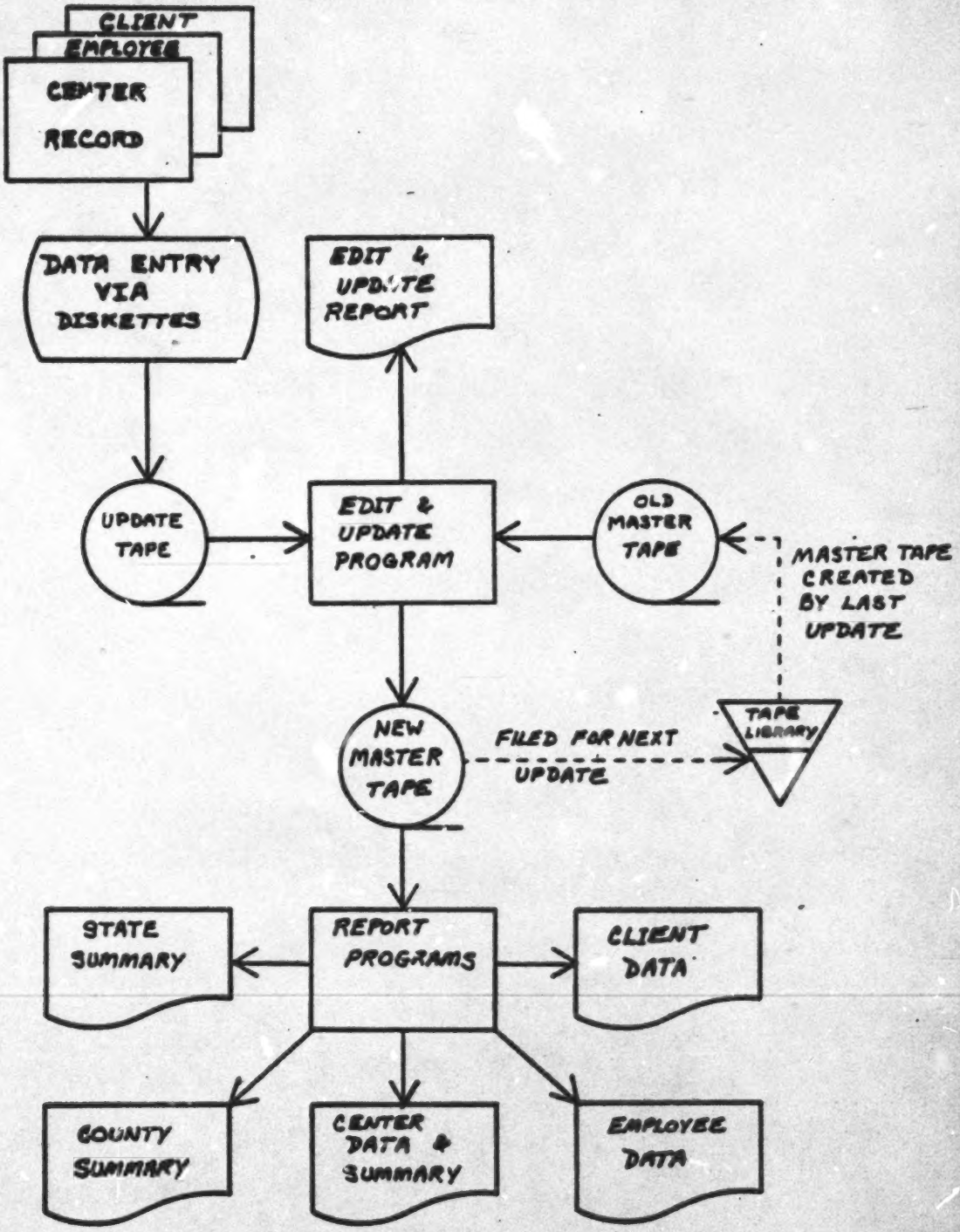
Phase II

The Program Management Unit of OCD started a comprehensive study of the problems and needs associated with the administration of publicly supported day care centers. The study team explored various avenues that might lead to satisfying the many interests among the staff elements of Contracts, Grants and Child Development, its division. The result of this study is the general design for an integrated information system, with special emphasis on OCD activities. The system design is based on

RECORD-KEEPING SYSTEM

Figure 1





OCD INFORMATION SYSTEMS FLOW
Figure 2

the following goals:

* To establish uniformity and standardization of all records kept by the centers.
* To satisfy information needs of all users.
* To monitor and improve service to clients.
* To accomodate change and promote updating of client records.
* To support program planning and control.
* To consolidate information requirements across OCD programs.
* To provide a data base for research and program evaluation.
* To support administrative and executive action.
* To provide financial data of programs and center operations.
* To assist in the fee determination based on client families' taxable and non-taxable income.

The potential advantages of this system include:

* The ability to easily identify centers whose licenses are about to expire.
* The minimization of clerical functions, thus allowing social workers and nurses more time to function as professionals.
* The easy retrievability of data components regardless of the format and organizational need.
* The capability of performing complex data analyses.
* Cost effectiveness because of elimination of duplications in effort, and multi-purpose utilization of its data base.

Phase III

In this era of telecommunications, management requires accurate data in order to make intelligent decisions, more rapidly, for its planning of programs coupled with the need for accountability.

As a result, improved and more efficient data collection efforts must be employed. One new concept for these changing administrative

requirements is the "integrated data base". An integrated data base is simply defined as a non-redundant collection of interrelated information, processable by one or more program applications. The OCD Information System will be able to serve other elements within the agency, particularly Contract Management, and later, Fiscal Affairs. Their data needs are very similar, and therefore, the same information will assist them in their areas of activity.

A legitimate concern is to make data available to program users in the arrangement most conducive to their needs. Information stored only once in a data base, but retrievable in different sequences, is most cost-effective, since it avoids duplication. The OCD Information System evolves around the needs of accurate and timely data, pertaining to publicly funded day care centers. Nevertheless, the system is flexible enough to allow --- at a later date --- for the inclusion of family and group day care homes.

However, before any system can function effectively, methods have to be developed that are designed to provide the input (information) into the system, and in our case, without increasing the work load of the centers' staff. With this in mind, three data collection instruments were developed:

* The Client/Guardian Record (CGR)
* The Center Record (CR)
* The Employee Record (ER)

<u>The Client/Guardian Record</u>

This instrument collects appropriate child identification information; and captures basic demographic data about each child and his family.

AREAS OF STUDY → / PROCESS/FUNCTION ↓	OCD PROGRAMS	CENTER PROGRAMS	MEDICAL SERVICES (EPSDT, IMMUNOCULATIONS)	COGNITIVE STIMULATION	TRANSPORTATION	FAMILY DYNAMICS	NUMBER OF PERSONS LIVING IN CLIENTS' HOME	FOOD SERVICE	CENTER FUNDING
INTAKE AND UPDATE									
SERVICE DELIVERY									
CENTER ADMINISTRATION									
FINANCE									
OCD ADMINISTRATION									
ADMINISTRATIVE SUPPORT									
PLANNING									

Figure 4

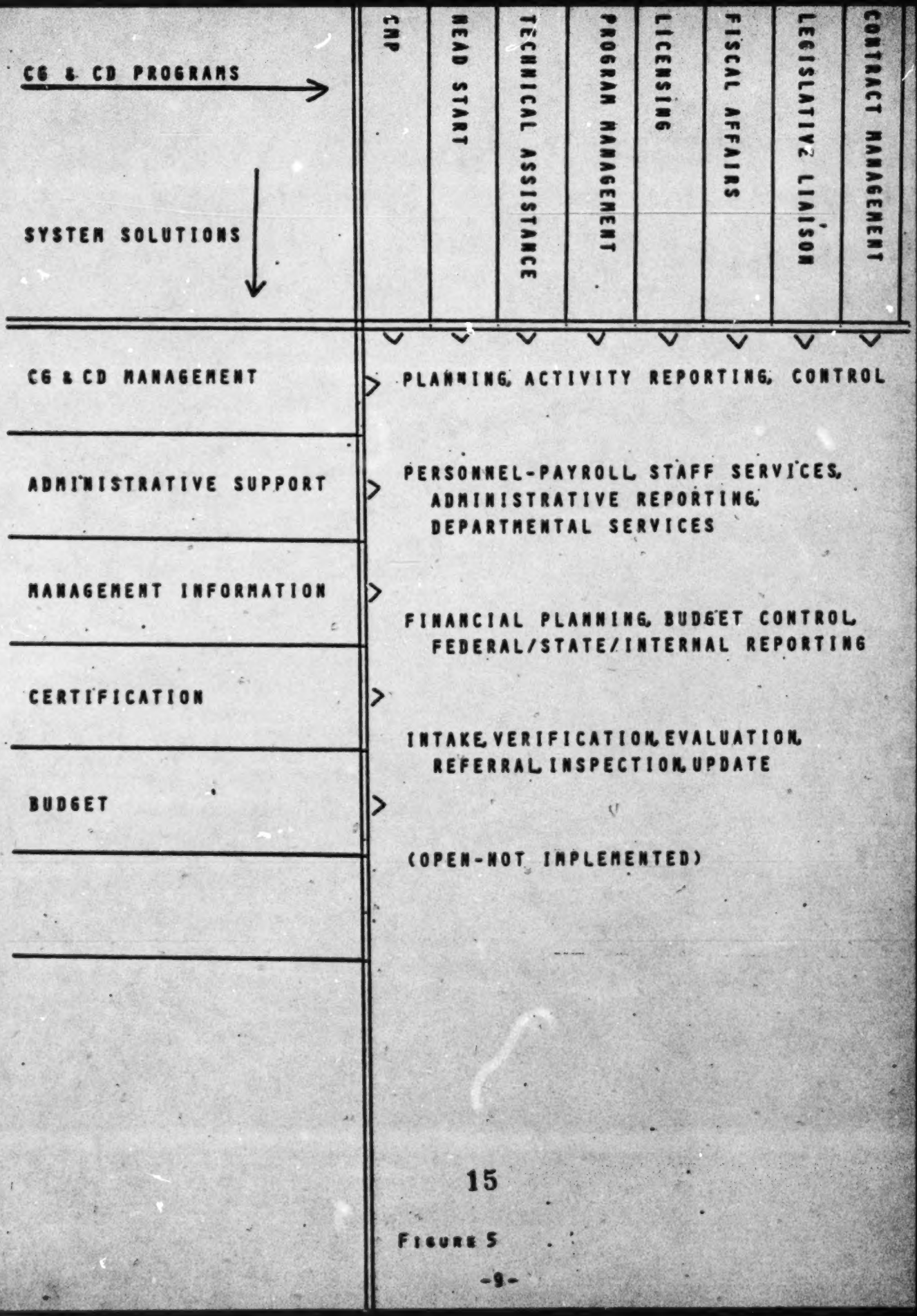

CG & CD PROGRAMS
SYSTEM SOLUTIONS
CNP
HEAD START
TECHNICAL ASSISTANCE
PROGRAM MANAGEMENT
LICENSING
FISCAL AFFAIRS
LEGISLATIVE LIAISON
CONTRACT MANAGEMENT
CG & CD MANAGEMENT
PLANNING, ACTIVITY REPORTING, CONTROL
ADMINISTRATIVE SUPPORT
PERSONNEL-PAYROLL, STAFF SERVICES,
ADMINISTRATIVE REPORTING,
DEPARTMENTAL SERVICES
MANAGEMENT INFORMATION
FINANCIAL PLANNING, BUDGET CONTROL,
FEDERAL/STATE/INTERNAL REPORTING
CERTIFICATION
INTAKE, VERIFICATION, EVALUATION,
REFERRAL, INSPECTION, UPDATE
BUDGET
(OPEN-NOT IMPLEMENTED)

FIGURE 5

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES — SIDE 1

OFFICE OF CHILD DEVELOPMENT

PGM: P03140FA
RDM: P0301180

CLIENT/GUARDIAN RECORD "SAMPLE" CODER'S INITIALS WK

CLIENT INFORMATION

[A]

ACD	CENTER NO.	CHECK DIGIT	CLIENT'S BIRTH DATE	CLIENT'S INITIALS
A	130001	5	01-10-70	JEB
2	3	9	9	15

CLIENT'S NAME: BROWN JANE E
18

CLIENT'S STREET ADDRESS: 100 MAIN STREET
43

CITY OR TOWN: YOUR CITY
68

ZIP CODE: 29000 — COUNTY: 01 — SEX: F — ETHNIC: W
80 / 85 / 87 / 88

DATE JOINED CENTER: 09-15-75
89

CLIENT'S SOCIAL SECURITY NUMBER: 000-00-1111
95

CLIENT ENROLLED IN: DAY CARE: C — AFTER SCHOOL: N
104 / 105

IF CLIENT HAS LEFT: REASON:
106

OCD USE ONLY — SHEET NR.
107

16

-10-

PARENT-GUARDIAN INFORMATION

[B]

PERSON TO BE CONTACTED IN EMERGENCY (NOT PARENT): SMITH JOM
18

TELEPHONE: 000-0000
43

PARENT'S NAME: BROWN JACK AND TINA
50

GUARDIAN'S NAME:
75

HOME TELEPHONE: 000-0000
100

MOTHER'S SOCIAL SECURITY NUMBER: 000-00-0000
107

FATHER'S SOCIAL SECURITY NUMBER: 000-00-0000
116

DOES CLIENT LIVE WITH GUARDIAN (YES=Y, NO=N): [C] (POS 18-35 BLANK)
36

	MOTHER	FATHER
CURRENT MARITAL STATUS (M/S/D/W/R)	37 D	38 D
WHICH PARENT IS NOT PRESENT IN THE HOUSEHOLD? (M/F/B/N)	39 F	
YEARS OF EDUCATION	40 10	42 12
TEC. OR VOC. TRAINING (Y/N)	44 N	45 N
OCCUPATION CODE	46 733	48 334
HOURS WORKED PER WEEK	50 40	52 40

FAMILY INFORMATION

IF APPLICABLE, DOES ABSENT FATHER CONTRIBUTE TO CHILD SUPPORT? (Y/N) 54 Y — IF YES, HOW MUCH PER MONTH? 55 0125

ANNUAL FAMILY INCOME: 5 09000

HOW MANY CHILDREN IN THE FAMILY? 64 03

HOW MANY OTHERS IN THE HOME? 66 00

IS ANYONE IN THE FAMILY RECEIVING AFDC? (Y/N) 68 N

PGM: P03140FA
RDN: P030118Q

SIDE 2

SERVICES RECEIVED BY CLIENT OR PARENT/GUARDIAN (D=DIRECTLY, R=REFERRAL, B=BOTH, N=NEITHER)

SERVICE INFORMATION

SOCIAL SERVICES			PREVENTIVE HEALTH PROGRAMS	69	B	BREAKFAST	70	D
HOME VISITATION	71	D	CHILD ABUSE AND NEGLECT	72	N	LUNCH	73	D
PARENT INVOLVEMENT	74	D	EPSDT	75	N	SNACK A.M.	76	D
INFORMATION AND REFERRAL	77	D	PRE-NATAL CARE FOR MOTHERS	78	N	SNACK P.M.	79	D
PERSONAL/FAMILY COUNSEL	80	N	FIELD TRIP	81	D	TRANSPORTATION	82	D
FAMILY PLANNING	83	N	TOY/BOOK LENDING LIBRARY	84	N	SPEECH AND HEARING THERAPY	85	R
EDUCATION FOR PARENTHOOD	86	N	INFANT STIMULATION PROGRAMS	87	N	OTHER (SPECIFY)	88	
PYSCHOLOGICAL EVALUATION	89	R	TODDLER STIMULATION PROGRAMS	90	N	91		
COGNITIVE STIMULATION	106	D	KINDERGARTEN	107	D			

17

1 [D]

DOCTOR'S OR HEALTH CENTER'S NAME (18): BAKER JOHN N

TELEPHONE (43): 8888-8887

"SAMPLE"

INDICATE CLIENT'S HANDICAPS (Y=YES, N=NO)

MENTAL	50	N	PHYSICAL	51	N	BLIND	52 N
EMOTIONAL	53	N	DEAF	54	N		

STREET ADDRESS (55): 51 SECOND STREET

CITY OR TOWN (66): YOUR CITY

ZIP CODE (98): 99000

COUNTY (103): 011

IN THE PAST 12 MONTHS:

	CODE	DATE (M-Y)
HOSPITALIZATION	80	82
INFECTIOUS DISEASE	105 01	107 12-75

MEDICAL EXAMINATION:

	DATE (M-Y)	TREATMENT NEEDED (Y/N)	TREATMENT PROVIDED (Y/N)		NATURE OF TREATMENT	CODE
PHYSICAL	111 09-74	115 Y	116 Y	1 [E]	181	36 04
DENTAL	38 12-75	42 Y	43 Y		441	62 05
VISION	64 09-75	68 N	69 N		701	88
HEARING	90 01-76	94 N	95 N		961	114
SPEECH	116 01-76	120 N	121 N	1 [F]	181	36

IMMUNIZATIONS:

	DATE (M-Y)	NO. OF BOOSTERS
MEASLES	38 01-74	42 4
POLIO	43 01-75	47 4
DPT	48 04-76	52 1
RUBELLA	53 04-76	57 1
	58	62

CLIENT FEES PAID BY: (Y/N)

INFORMATION

TITLE XX (TITLE IV-A)	63	N	CHP	64	N
USDA	65	Y	CETA	66	N
HEAD START	67	N	STATE	68	N
ARC	69	Y	PRIVATE	70	N
OEO	71	N	FEES	72	Y
		N			Y

Additionally, this form serves as a record for the services received by the child or his parent/guardian, and indicates whether or not such service was provided directly by the center, or through referral to another agency. Furthermore, it details medical services, immunizations, and who paid the clients' fees.

In summation, this form captures, in an easy maintenance process, information which: (1) Provides personnel with information about family dynamics, thereby allowing for better assessment and treatment of familiar problems; (2) Identifies the services rendered to a client or his guardian; and (3) Generates the data needed for reporting requirements and research purposes.

In short, then, the OCD Information System has been designed to collect, aggregate, analyze and disseminate a prodigious volume of data in a simple, concise and confidential manner. Its versatile uses have but one overall objective in mind -- to better serve our target population, the children of South Carolina.

Phase IV

The Office of Child Development recognized from the onset that the successful implementation of the OCD Information System would hinge directly upon the acceptance, cooperation, and approval of the directors of the centers in the ARC region.

Cognizant of the above factors, the OCD Program Management Unit met with the centers' project directors in Greenville on July 31, 1975. The purpose of the meeting was to stress the value of the proposed system; urge acceptance of and assistance with its implementation and use; and, seek input regarding last minute improvements in the system

before commencing with actual field demonstration.

The outcome of the meeting was an overwhelming success as the directors unanimously and enthusiastically endorsed the project, agreeing to cooperate by joining in the efforts. Not only did the directors agree to comply with the request for assistance in the task of completing the forms, they also offered several valuable suggestions regarding refinements of the forms.

The meeting concluded with the understanding that the actual field data collection commence immediately after Labor Day. The interim permitted time for the suggested changes in the forms to be incorporated. Furthermore, the directors were able to complete the bulk of their enrollment which historically has occurred from mid-August through Labor Day. Consequently, enrollment would be near capacity thereby permitting OCD to obtain a fuller, more accurate and valid perspective of the target population.

The Center Record

This instrument collects appropriate data from license and purchase of service contract documents from each center. Additionally, this form captures the centers' enrollment, licensed spaces, square footage (indoor and out-door), dates of health and fire inspections, and funding sources. Other data deal with client and employee turnover as well as types of services offered, indicating whether or not such services are provided directly by the center, or through referral to another agency.

In summation, this form captures data which assists OCD's Licensing and Contract Management Units, as well as Fiscal Affairs. The Program Management Unit utilizes these data for its continuous research effort which is discussed in detail in later chapters.

PGM: P0313OFO
RUN: P0301C4Q

ACD A (2) | CENTER NUMBER 13000 (3–7) | CHECK DIGIT 5 (8) | SHEET NR. 001 (9–11)

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
OFFICE OF CHILD DEVELOPMENT
DAY CARE CENTER FORM

CODER'S INITIALS WLC

L

PREFIX	NAME OF FACILITY	NAME OF PROGRAM	ADDRESS OF FACILITY
P (12)	HAPPYLAND CENTER (13–31)	SCHOOL DISTRICT (32–46)	MAIN STREET (47–66)

CITY	ZIP CODE	COUNTY	TELEPHONE NR.	NAME OF DONOR
YOUR CITY (67–81)	29000 (82–86)	01 (87)	999-9999 (89–92)	ARC (96–115)

"SAMPLE"

M

NAME OF DIRECTOR	HOME ADDRESS OF DIRECTOR	CITY	ZIP CODE
DOE JOHN E (9–23)	200 F STREET (24–43)	YOUR CITY (44–58)	29000 (59–63)

HOME PHONE NR.	NR. OF LICENSED SPACES	ACTUAL ENROLLMENT	AVG. NR. ATTENDING DAILY	CENTER IS OPERATIONAL: DAYS/WEEK	DAYS/YEAR	HRS/DAY	EMPLOYEE TRAINING DAYS/YR.	NR. EMPL TRAINED LAST YR	TRAINING OFFERED BY: STATE	PRIV CONSUL	HEAD START
999-9998 (64–67)	075 (71)	070 (74)	062 (77)	5 (80)	256 (81)	08 (84)	050 (86)	14 (89)	Y (91)	Y (92)	N (93)

LICENSE ISSUED MON	DAY	YR	PREVIOUS ASSIGNED CENTER NUMBER	INDOOR AREA SQ. FT.	OUTDOOR AREA SQ. FT.	REGULAR HEALTH INSPECTION (YN)	DATE MON	YR	REGULAR FIRE INSPECTION (YN)	DATE MON	YR
02 (94)	12 (96)	76 (98)	(100–105)	03662 (106–110)	011000 (111–116)	Y (117)	02 (118)	76 (120)	Y (122)	02 (123)	76 (125)

TO BE COMPLETED WITH DATA ON THIS CENTER ONLY:

N

STATE OFFICE CODE: SOC (9–11)	FEES: 041.000 (12–17)	DONATIONS: 007.500 (18–23)	LOCAL: COMMUNITY DEVELOPMENT BLOCK GRANTS		IN-KIND FACILITY: 052.000 (24–29)
FEDERAL FUNDS: TITLE XX: 100.000 (30–35)	EEA (36–41)	STATE FUNDS: DSS (42–47)			TRANSPORT (54–59)
USDA: 050.000 (60–65)	CMP (66–71)	OTHER (72–77)	OTHER (78–83)		UTILITIES (84–89)
HEAD START (90–95)	CETA (96–101)	COUNTY: REV SHR (102–107)	CITY: REV SHR (108–113)		PERSONNEL (114–119)
P ARC: 175.250 (9–14)	OTHER FED (15–20)	TAX BASE (21–26)	TAX (27–32)		SUPP/EQUP (33–38)
OEO (39–44)		OTHER (45–50)	OTHER (51–56)		OTHER: 016.500 (57–62)

20

PGN: P03130FQ
RDN: P0301080

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
OFFICE OF CHILD DEVELOPMENT
DAY CARE CENTER FORM (CONTINUED)

"SAMPLE"

STATUS OF CENTER [P] 63 — P=PUBLIC; $=PRIVATE FOR PROFIT; N=PRIVATE/NON-PROFIT; D=DIRECT OPERATIONS DSS

STATUS OF DONOR [P] 64

DOES CENTER SERVE HANDICAPPED (YN) [Y] 65

DOES CENTER HAVE A VOLUNTEER PROGRAM (YN) [Y] 66

TYPE OF FACILITY [D] 67 — D=DAY CARE CENTER; F=FAMILY DAY CARE HOME; G=GROUP DAY CARE HOME

IN THE LAST 12 MONTHS: 68 [021] CHILDREN LEFT THE CENTER; 71 [04] EMPLOYEES LEFT THE CENTER

SERVICES OFFERED BY THE CENTER: (D=DIRECT; R=REFERRAL; B=BOTH; N=NEITHER)

EDUCATION FOR PARENTHOOD	[B] 73	PYSCHOLOGICAL EVAL	[R] 74	SOCIAL SERVICES: INFORMATION & REFERAL	[B] 75	FOOD PREPARATION:			
CHILD ABUSE AND NEGLECT	[R] 76	FIELD TRIP	[D] 77	PERSONAL/FAMILY COUNSEL	[B] 78	BREAKFAST	[D] 79		
PREVENTIVE HEALTH PROG.	[B] 80	FAMILY PLANNING	[R] 81	HOME VISITATION	[D] 82	LUNCH	[D] 83		
INFANT STIMULATION PROG.	[N] 84	E.P.S.D.T.	[R] 85	PARENT INVOLVEMENT	[D] 86	SNACK (AM)	[D] 87		
TODDLER STIMULATION PROG	[N] 88	TRANSPORTATION	[D] 89			SNACK (PM)	[D] 90		
PRE-NATALCARE FOR MOTHERS	[R] 91	TOY/BOOK LENDING LIB	[N] 92	OTHER (SPECIFY)					
COGNITIVE STIMULATION	[D] 93	KINDERGARTEN	[D] 94	[95 — 105]	[ ] 106				
SPEECH AND HEARING THERA	[R] 107								

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REASON: IF RECORD TO BE DELETED [ ] 120 E= ERROR, ERASE COMPLETELY; C= CENTER CLOSED

The Employee Record

This instrument is actually a component of the Center Record. It collects appropriate personnel data, i.e., sex, ethnic background, position held, salary, job requirements, education, and social security number. The reason for compiling personnel data separately is based on the fact that retrievability of segments is possible in any desired format, as part of an "integrated system".

In summation, this form, too, provides uniform data in a format designed to help OCD and the centers serve their clients better.

The three aforementioned forms are not only serving OCD for previously mentioned purposes, but substituting all other documents (intake forms, medical records, etc.), heretofore maintained by the respective centers. The CGR can then be placed in the clients folder; the other two forms can be maintained in the appropriate center office. Center personnel are responsible for maintaining corrections, and update as may be necessary.

A quarterly update procedure will necessitate that only those forms having corrections, changes, or intakes be submitted for processing. The updated or new documents will be returned to the center in a timely and efficient manner.

Confidentiality

In order to maintain confidentiality of sensitive data, the system incorporates the following safeguards:

1) Specific, identifiable client and employee data would only be available to the centers to which they pertain;
2) Only certain pre-determined personnel would have

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RSN: P0308986

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES

OFFICE OF CHILD DEVELOPMENT

DAY CARE CENTER EMPLOYEE FORM

ACD: A (2) | CENTER NUMBER: 13000 (3–7) | CHECK DIGIT: 5 (8) | SHEET NR.: 001 (9–11) | CODER'S INITIALS: MW

"SAMPLE"

SSN (12–20): 001-01-0000 | NAME (21–40): DOE JOHN E | SEX H-F (41): M

ANNUAL SALARY (42–46): $13,000 | JOB CODE (47): 52 | REASON FOR DELETING RECORD:

JOB TITLE IF NO CODE (49–63): | ETHNIC (64): W | MAJOR (65–67): 270 | DEGREE (68): M

B=BLACK W=WHITE I=INDIAN S=SPN AM O=OTHER

N=NONE H=H SCH C=CERT A=ASSOC B=BACH. M=MAST. P=PHD

REQUIREMENTS FOR POSITION: DEGREE (69): M | EXPERIENCE (YEARS) (70): | (71):

L=LEFT E=ERROR

SSN (12–20): 010-00-0000 | NAME (21–40): SMITH SUZY | SEX H-F (41): F

ANNUAL SALARY (42–46): $10,200 | JOB CODE (47): 83 | REASON FOR DELETING RECORD:

JOB TITLE IF NO CODE (49–63): | ETHNIC (64): B | MAJOR (65–67): 311 | DEGREE (69): B | EXPERIENCE (YEARS) (70): | (71):

B=BLACK W=WHITE I=INDIAN S=SPN AM O=OTHER

N=NONE H=H SCH C=CERT A=ASSOC B=BACH. M=MAST. P=PHD

REQUIREMENTS FOR POSITION: L=LEFT E=ERROR

SSN (12–20): 100-00-0000 | NAME (21–40): DOE JANE P | SEX H-F (41): F

ANNUAL SALARY (42–46): $03,000 | JOB CODE (47): 85 | REASON FOR DELETING RECORD:

JOB TITLE IF NO CODE (49–63): | ETHNIC (64): W | MAJOR (65–67): 870 | DEGREE (69): H | EXPERIENCE (YEARS) (70): | (71):

B=BLACK W=WHITE I=INDIAN S=SPN AM O=OTHER

N=NONE H=H SCH C=CERT A=ASSOC B=BACH. M=MAST. P=PHD

REQUIREMENTS FOR POSITION: L=LEFT E=ERROR

SSN (12–20): 000-00-0001 | NAME (21–40): PAN PETER | SEX H-F (41): M

ANNUAL SALARY (42–46): $05,500 | JOB CODE (47): 31 | REASON FOR DELETING RECORD:

JOB TITLE IF NO CODE (49–63): PT | ETHNIC (64): B | MAJOR (65–67): | DEGREE (68): N | DEGREE (69): | EXPERIENCE (YEARS) (70): | (71):

B=BLACK W=WHITE I=INDIAN S=SPN AM O=OTHER

N=NONE H=H SCH C=CERT A=ASSOC B=BACH. M=MAST. P=PHD

REQUIREMENTS FOR POSITION: L=LEFT E=ERROR

permission to receive confidential information. All requests would be channeled through OCD which, in turn, will retrieve the data from the computer system.

3) Individuals at remote terminals will not have accesss to the computer file because the design of the system makes such an entry a physical impossibility. In fact, the security measures utilized for safeguarding information are precisely the same as employed by the University of South Carolina to safeguard students' records.

4) Each client has been assigned an "unique identifier" which allows for easy retrieval of the client's record; however, this number is only available to staff personnel. Any other information about the client makes penetration of this system impossible.

Phase V

Logistics

During the initial demonstration phase of the system's implementation it was decided that the successful and accurate completion of the forms could only be accomplished by the active participation of the OCD. The rationale for this decision was not based upon a lack of confidence in the center personnel. Rather, it was the professional opinion of the Program Management Unit that the start-up phase was actually a pre-test of the system. As such, the Program Management Unit was considerably aware that, in spite of its careful and meticulous planning efforts, the possibility of unanticipated problems with the completion of the forms and/or the instructions for such completion was less than remote.

Consequently, the Unit considered careful monitoring a primary responsibility of the initial implementation process. Problems could thus be identified and resolved before subsequent updates or system expansion to other districts. The expected payoff was a more valid and accurate data base. This was essential for the maintenance of the system's integrity.

Furthermore, the design provided an opportunity for OCD to further utilize Program Management's field contact in an optimal manner. First, OCD staff elements would educate center personnel in the proper methods for completing, updating and maintaining the forms. This was a critical task because these subsequent activities would be undertaken by day care center staff. Second, Program Management Unit would be better able to identify and analyze weaknesses the centers possessed in their current methods for keeping records and their philosophy pertaining thereto. This analysis would place the Program Management Unit in a better position to develop a strategy for dealing with each center and the unique problems it had with regard to maintaining timely and accurate records. Such an effort could not have been undertaken from the remote confines of OCD offices.

At the scheduled time, two two-man teams were formed for the purpose of conducting the field survey. Each team was to be responsible for a number of centers whose child enrollment was approximately equal. The total number of children in the centers to be visited was roughly 1600; therefore, each team would visit centers whose enrollments were equal to about 800 children.

Having no prior experience regarding the length of time required to complete the forms, the Program Management Unit estimated that it

would take the two teams at least 30 man days to complete all forms for the centers in the ARC Region. In particular, Program Management assumed that both the survey teams would be fully operational, without interruptions, until the project was completed. This meant that the work plan assumed completion of the field work no later than the end of September.

Unfortunately, the field work was nowhere near completion at the end of September. Not only were the original time estimates far too conservative, but the schedule received an absolute coup de grace when one team member was recalled from the field to work on final Title XX plans during the second work week --- thereby dissolving one of the teams. Also, immediately afterward, a member of the other team had to leave town, thereby reducing the man-hour potential by 50% for any one calendar day. The field effort was continued and completed by only one two-man team. The data collection was, thus, not completed until the last week of October.

Phase VI

Field experience

Upon arrival at a center, the team would confer with the center director and his staff in order to reconfirm the type of information it was seeking. The experience was that, generally, the staff was either not briefed, or briefed only in general terms, prior to arrival regarding the purpose of the visit. While there were a few exceptions, the teams were forced to present the system again and "resell" its merits to those who would be most directly involved with its administration, i.e., the caseworkers and nurses at the center.

For the purpose of completing the forms, the work was divided with

one member of the team working with the center caseworker, completing the client/guardian record, while the other team member, together with the center director, proceeded to complete center and employee records. This latter arrangement was usually very short term and normally presented no difficulty regarding data collection pertaining to the center or its employees. Concerning the completion of the client/guardian record, it was normally found that one of two arrangements prevailed. In the first case (usually the larger centers), each team member would work with a caseworker who was familiar with the children's files. Under this arrangement the caseworker would supply the OCD team member with answers to the questions asked; the OCD team member would then write the information on the form. In the second arrangement (usually in smaller centers or when the caseworkers were not available), both OCD team members would work together in the same manner as described above -- one would read the record and the other would fill out the form.

It must be pointed out that in all cases, the OCD staff member had to rely upon the caseworkers or center directors for information regarding the services received by a particular child. It was found that client records were sketchy, incomplete, and usually lacking even summary recordings of social service contacts. It was, therefore, virtually impossible for one unfamiliar with the cases to determine information about family dynamics and services received. Center staff furnished what information they could, but found that much was not available.

It must be stated that the team did not expect the centers to have all the information it was seeking. The caseworkers were cooperative

and indicated that they would seriously attempt to obtain all missing data before the call for updates.

The form design proved to be generally favorable with few exceptions. Two primary areas of difficulty were observed: First, it became evident that occupation codes included too few blue collar occupations, resulting in the necessity to record many of the parent's occupations under the catch-all code "other". Second, services provided by centers to clients and their families were not uniformly defined, leaving the different personnel with various notions regarding the definition of particular services rendered. In the meantime, these deficiencies have been corrected; the occupation codes appear now to be all encompassing and a dictionary of service definitions will be included in the Users Manual, prior to the first update.

The actual field work reaffirmed the belief for the OCD Information System if the need for accountability, acquisition of accurate data, and the analysis of these data are to provide for, and assure quality programs thereby meeting the ever changing needs of our children.

THE OCD INFORMATION SYSTEM AT WORK

As stated earlier, the benefits to be achieved from an integrated system, as the OCD Information System, are many. To develop and use this system, however, requires involvement and commitment; responsibility for success cannot be delegated to the computer and its technicians.

It should be noted that routine functions performed by the computer benefit from advances in technology, while the same functions, if performed manually, cost more as personnel salaries and benefits increase due to inflation. While it is unlikely that the OCD Information System will displace current staff, it is expected that the transfer of information processing functions to a computer, will significantly reduce the need for additional clerical and professional staff to handle the ever increasing volume of eligible clients for South Carolina's expanding day care center network.

* <u>With</u> the OCD Information System, the existing staff can become more productive. Less effort is required to gather and maintain accurate information; the facts necessary to maintain accurate records can be retrieved quicker by means of the quarterly updates; data updated and entered into the system, once, reduces the need to record and verify the same data again. Responses to special information requests can be made quickly, so the caseworker can manage more cases without compromising service.

* <u>Without</u> the OCD Information System, maintaining client information required additional time, both clerical and professional, to collect and process inquiries, and make case service determinations.

* <u>Without</u> the OCD Information System, the risk of innacurate and

duplicate information was apparant, resulting in the human element of error. Such errors compound the clerical effort and reduce the staffs' overall effectiveness.

In summation, a fully implemented OCD Information System should, and will, significantly improve the productivity of both the clerical and center personnel. These productivity gains can be measured in terms of time:

* Time saved to obtain accurate data about clients and their families, and programs.
* Time saved to account for program costs and personnel.
* Time saved in collecting, storing, and maintaining the information necessary to operate a large operation such as the Office of Child Development.

Indeed, time is a precious and costly resource to an effective organization as OCD. The OCD Information System offers this opportunity to manage that resource for the benefit of both the children and tax-paying public.

Distribution

With this demonstration project twenty-two (22) day care centers have received the following output forms:

1) One copy of its respective Center Record (CR), reflecting in a standard uniform format, all data fed into the system, simplifying the center director's ability to accurately answer day-to-day information needs by simply scanning one record instead of many. In cases where centers answer to a Project Director, he will also receive a copy

of the CR for those centers under his jurisdiction.

2) One copy of its Employee Record (ER), reflecting in a standard and uniform format, all data the center director should know about his staff for routine functions.

3) Two copies of each child's Client/Guardian Record (CGR). The caseworker, nurse, and clerical employee can scan this form for service history and personal data, and thereby easily meet any need for services selection and other information so often needed as part of the daily work routine. The reason for furnishing the CGR in duplicate is based on the fact that this form serves a dual purpose: case history and update-input medium. Every change which may occur in the status and data of a client or his family, has to be recorded only once; the copy will be submitted to the state office quarterly as information update, whenever a change in data occurs. By retaining one copy, the center is never without total case information.

In addition, the following information print-outs will be generated for the purpose of the effectiveness evaluation, and analysis process of the OCD Information System, which is designed to help administrators on all levels:

1) One copy of the County Summaries (CS) will be distributed to Project Directors and OCD staff elements with need to know. The CS answers a variety of questions, part of the continuous reporting requirements, and allows for effective monitoring of programs on a county wide basis. In total, two hundred forty-seven (247) summaries of the most

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
OFFICE OF CHILD DEVELOPMENT
DAY CARE SYSTEMS COUNTY AND STATE SUMMARIES

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	ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
1. NUMBER OF DAY CARE CENTERS.	4	2	4	4	4	5
2. NUMBER OF FAMILY DAY CARE HOMES.	7	0	0	0	0	0
3. NUMBER OF GROUP DAY CARE HOMES.	0	0	0	0	0	0
4. NUMBER OF FACILITIES THAT ARE PUBLIC.	10	1	2	3	3	0
5. NUMBER OF PRIVATE FOR PROFIT FACILITIES	0	0	0	0	0	0
6. NUMBER OF PRIVATE NONPROFIT FACILITIES	1	1	2	1	1	0
7. NUMBER OF DIRECT OPERATION CENTERS	0	0	0	0	0	5
8. NUMBER OF FACILITIES SERVING HANDICAPPED	2	2	3	3	4	4
9. NUMBER OF FACILITIES OFFERING TRAINING.	11	1	4	3	4	5
10. NUMBER OF CENTERS WITH A VOLUNTEER PROGRAM	3	2	4	1	1	5
11. AVERAGE NUMBER OF DAYS OPENED PER YEAR	256	251	246	244	251	254
12. AVERAGE INDOOR SQUARE FEET / CHILD	64	67	64	86	64	109
13. AVERAGE OUTDOOR SQUARE FEET / CHILD	1,075	107	450	262	233	482
14. AVERAGE NUMBER OF CHILDREN PER TEACHER	8.34	6.74	10.37	5.84	6.27	7.12
15. AVERAGE NUMBER OF CHILDREN PER STAFF MEMBER	4.79	3.50	5.12	3.87	3.48	3.35
16. TOTAL NUMBER OF EMPLOYEES?	87	52	75	77	63	85
17. AMERICAN INDIAN	0	0	0	0	0	0
18. BLACK	30	19	42	7	18	51
19. SPANISH AMERICAN	0	0	0	0	0	0
20. WHITE	55	32	31	69	45	34
21. OTHER	0	0	0	0	0	0
22. FEMALE	79	44	60	68	54	79
23. MALE	8	8	15	9	8	6
24. NO FORMAL DEGREE	7	4	6	0	5	16
25. HIGH SCHOOL DIPLOMA	26	29	26	49	32	34
26. VOCATIONAL CERTIFICATE	12	1	1	1	2	1
27. ASSOCIATE DEGREE	13	3	7	3	6	8
28. BACHELORS DEGREE	14	10	27	16	12	20
29. MASTERS DEGREE	10	3	7	6	4	1
30. DOCTORIAL DEGREE	0	0	0	0	1	0

Figure 9

	ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
31. NUMBER OF EMPLOYEES TRAINED LAST YEAR.	40	25	56	47	46	56
32. NUMBER OF VOLUNTEERS	0	0	0	0	0	0
33. NUMBER OF EMPLOYEES WHO JOINED THE SYSTEM IN THE LAST 12 MONTHS	93	55	82	89	67	84
34. NUMBER OF EMPLOYEES WHO LEFT THE SYSTEM IN THE LAST 12 MONTHS	6	3	7	12	4	1
35. TOTAL NUMBER OF CHILDREN ENROLLED.	417	182	384	298	232	285
36. NUMBER OF AMERICAN INDIAN CHILDREN.	0	0	0	0	0	0
37. NUMBER OF BLACK CHILDREN.	276	60	355	91	140	256
38. NUMBER OF SPANISH AMERICAN CHILDREN.	0	0	0	0	0	0
39. NUMBER OF WHITE CHILDREN	137	120	22	207	94	29
40. NUMBER OF OTHER CHILDREN.	0	0	1	0	3	0
41. NUMBER OF FEMALE CHILDREN.	195	91	183	155	99	150
42. NUMBER OF MALE CHILDREN.	218	91	198	142	121	135
NUMBER OF CHILDREN IN EACH AGE GROUP:						
43. LESS THAN 1 YEAR OLD.	8	2	1	1	1	0
44. 1 YEAR OLD.	15	1	11	0	9	4
45. 2 YEARS OLD.	28	7	13	0	14	8
46. 3 YEARS OLD.	66	25	29	19	24	43
47. 4 YEARS OLD.	105	52	47	86	40	79
48. 5 YEARS OLD.	193	58	100	128	65	105
49. 6 YEARS OLD.	57	26	53	64	39	45
50. 7 YEARS OLD.	4	0	15	0	0	1
51. 8 YEARS OLD.	1	1	17	0	0	0
52. 9 YEARS OLD.	0	1	11	0	0	0
53. 10 YEARS OLD.	0	1	14	0	0	0
54. OVER 10 YEARS OLD.	0	0	53	0	0	0
55. NUMBER OF CHILDREN ATTENDING DAILY	417	182	384	298	232	285
56. NUMBER OF CHILDREN IN DAY CARE	417	181	381	297	232	282
57. NUMBER OF CHILDREN IN AFTER SCHOOL CARE	416	181	379	295	229	273
58. NUMBER OF CHILDREN IN HOME BASED CARE	39	0	0	0	0	0

	ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
59. NUMBER OF HANDICAPPED CHILDREN	18	35	9	2	12	8
60. BLIND	0	2	0	0	0	1
61. EMOTIONALLY DISTURBED	7	3	1	1	4	1
62. MENTALLY RETARDED	7	30	3	1	1	1
63. PHYSICALLY HANDICAPPED	0	14	4	2	6	5
64. DEAF	1	3	1	0	0	0
65. NUMBER OF CHILDREN WHO JOINED THE SYSTEM IN THE LAST 12 MONTHS	493	196	428	536	250	324
66. NUMBER OF CHILDREN WHO LEFT THE SYSTEM IN THE LAST 12 MONTHS	76	14	44	38	18	41
NUMBER OF CHILDREN IMMUNIZED:						
67. POLIO	398	153	209	284	179	262
68. MEASLES	317	134	160	47	140	176
69. RUBELLA	344	147	178	242	162	189
70. D P T	402	155	210	299	181	260
71. (RESERVED FOR FUTURE)						
72. (NO LONGER USED)						
% OF CHILDREN WHO ARE IMMUNIZED AGAINST:						
73. POLIO	95.44 %	84.06 %	54.42 %	95.30 %	77.15 %	91.92 %
74. MEASLES	75.77 %	73.62 %	41.66 %	22.48 %	51.72 %	61.75 %
75. RUBELLA	82.49 %	80.76 %	46.35 %	81.20 %	69.82 %	66.31 %
76. D P T	96.40 %	85.16 %	54.68 %	97.31 %	78.01 %	91.22 %
77. (RESERVED FOR FUTURE)						
NUMBER OF CHILDREN WITH MEDICAL EXAMINATIONS:						
78. PHYSICAL	395	135	195	264	212	264
79. DENTAL	253	109	114	119	146	99
80. VISION	290	107	151	189	148	131
81. HEARING	330	133	71	180	148	219
82. SPEECH	151	35	2	64	146	122
% OF CHILDREN WITH MEDICAL EXAMINATIONS:						
83. PHYSICAL	94.72 %	74.17 %	50.78 %	88.59 %	91.37 %	92.63 %
84. DENTAL	60.67 %	59.89 %	29.68 %	39.93 %	62.93 %	34.73 %
85. VISION	69.54 %	58.79 %	39.32 %	63.42 %	81.03 %	45.96 %
86. HEARING	79.13 %	73.07 %	18.48 %	60.40 %	81.03 %	76.84 %
87. SPEECH	36.21 %	19.23 %	0.52 %	21.47 %	50.00 %	42.80 %
88. NUMBER OF CHILDREN WITH ABSENT FATHERS	248	90	327	125	103	209
89. NUMBER OF CHILDREN WITH ABSENT MOTHERS	25	9	14	19	5	20

	ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
90. % OF ABSENT FATHERS CONTRIBUTING SUPPORT	9.32 %	18.88 %	10.09 %	15.20 %	8.73 %	9.56 %
91. CHILDREN ENROLLED WHO HAVE A WORKING MOTHER	225	97	201	188	134	148
92. NUMBER OF CHILDREN WHOSE FAMILIES HAVE RECEIVED AFDC ASSISTANCE IN THE LAST 12 MONTHS.	199	46	243	63	74	165
93. AVERAGE NUMBER OF SCHOOL YEARS FOR FATHER	10	10	10	10	12	9
94. AVERAGE NUMBER OF SCHOOL YEARS FOR MOTHER	10	11	10	11	11	10
95. AVERAGE NUMBER OF HOURS WORKED/WEEK, FATHER	42	39	40	39	39	39
96. AVERAGE NUMBER OF HOURS WORKED/WEEK, MOTHER	38	39	37	39	38	37
97. AVERAGE HOUSEHOLD SIZE FOR THE CLIENT	5.25	4.68	5.41	4.35	4.75	3.78
98. AVERAGE NUMBER OF CHILDREN IN HOME OF CLIENT	2.79	2.13	3.39	2.32	2.58	2.05
99. AVERAGE FAMILY INCOME	5,850	6,186	4,193	7,935	7,407	4,723
100. AVERAGE FAMILY INCOME FOR FAMILIES WITH THE MOTHER AS HEAD OF HOUSEHOLD.	3,703	4,041	3,478	5,251	4,044	3,738
101. TOTAL FUNDS RECEIVED	1,189,157	491,981	734,277	718,022	616,417	1,049,902
102. TOTAL FEDERAL FUNDS	909,250	379,283	547,164	516,309	462,423	801,185
103. FEDERAL FUNDS AS A % OF TOTAL FUNDS	76.46 %	77.09 %	74.51 %	71.90 %	75.01 %	76.31 %
104. TITLE XX	314,092	121,331	276,435	114,402	70,039	588,661
105. U.S. DEPARTMENT OF AGRICULTURE	39,140	31,987	4,650	20,442	17,207	49,440
106. HEAD START	0	0	0	0	0	0
107. APPALACHIAN REGIONAL COMMISSION	556,018	223,465	266,079	381,465	375,207	163,084
108. OFFICE OF ECONOMIC OPPORTUNITY	0	0	0	0	0	0
109. EMERGENCY EMPLOYMENT ACT	0	0	0	0	0	0
110. COMPREHENSIVE MANPOWER	0	0	0	0	0	0
111. COMPREHENSIVE EMPLOYMENT & TRAINING ACT	0	0	0	0	0	0
112. OTHER	0	2,500	0	0	0	0
113. TOTAL STATE FUNDS	0	800	12,000	0	0	0
114. STATE FUNDS AS A % OF TOTAL FUNDS	0.00 %	0.16 %	1.63 %	0.00 %	0.00 %	0.00 %
115. DEPARTMENT OF SOCIAL SERVICES	0	0	12,000	0	0	0
116. OTHER	0	800	0	0	0	0
117. TOTAL LOCAL FUNDS	100	18,000	23,713	3,500	2,210	122,323
118. LOCAL FUNDS AS A % OF TOTAL FUNDS	0.00 %	3.65 %	3.22 %	0.48 %	0.36 %	11.65 %
119. COUNTY REVENUE SHARING	0	18,000	0	0	0	0

		ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
120.	COUNTY TAX BASE	0	0	0	0	0	0
121.	CITY REVENUE SHARING	0	0	0	0	0	0
122.	CITY TAX BASE	0	0	0	0	0	0
123.	COMMUNITY DEVELOPMENT BLOCK GRANTS	0	0	0	0	0	122,321
124.	TOTAL PRIVATE DONATIONS	0	1,500	0	0	0	0
125.	DONATIONS AS A % OF TOTAL FUNDS	0.00 %	0.30 %	0.00 %	0.00 %	0.00 %	0.00 %
126.	TOTAL FEES COLLECTED	91,760	23,105	15,500	30,000	22,367	20,000
127.	FEES AS A % OF TOTAL FUNDS	7.71 %	4.49 %	2.11 %	4.17 %	3.62 %	1.90 %
128.	TOTAL IN-KIND	188,047	69,293	135,900	168,213	129,417	106,394
129.	IN-KIND AS A % OF TOTAL FUNDS	15.81 %	14.08 %	18.50 %	23.42 %	20.99 %	10.13 %
130.	FACILITY	48,500	17,325	110,500	70,000	70,904	52,290
131.	TRANSPORTATION	11,500	28,636	0	0	12,900	35,000
132.	UTILITIES	0	0	0	0	0	0
133.	PERSONNEL	111,947	6,323	15,000	90,403	32,653	3,924
134.	SUPPLIES / EQUIPMENT	0	0	5,700	3,810	200	0
135.	OTHER	16,100	17,009	4,700	3,800	13,070	15,180
136.	BUDGETED FUNDS PER CHILD	2,851	2,703	1,912	2,489	2,457	3,683
137.	TOTAL EMPLOYEE SALARIES	592,048	309,633	446,642	365,491	324,045	557,632
138.	SALARIES AS A % OF TOTAL FUNDS	49.78 %	62.93 %	60.82 %	50.93 %	52.57 %	53.11 %
	NUMBER OF CHILDREN PER FUNDING PROGRAM:						
139.	CHILDREN WITH FEDERAL FUNDING	415	181	382	298	242	284
140.	TITLE XX	268	106	337	169	84	256
141.	U.S. DEPARTMENT OF AGRICULTURE	326	164	267	293	180	282
142.	HEAD START	0	0	0	1	0	0
143.	APPALACHIAN REGIONAL COMMISSION	405	163	229	293	229	158
144.	COMPREHENSIVE MANPOWER	5	1	3	2	2	1
145.	COMPREHENSIVE EMPLOYMENT & TRAINING ACT	0	0	0	1	0	1
146.	OTHER FEDERAL PROGRAMS	0	1	1	0	0	2
147.	CHILDREN WITH STATE FUNDING	0	14	50	22	0	4
148.	CHILDREN WITH LOCAL FUNDING	400	165	368	275	228	248
149.	CHILDREN FUNDED BY DONATIONS	0	0	0	0	0	0
150.	CHILDREN FUNDED BY FEES	134	59	58	141	103	31

			ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
	NUMBER OF CENTERS OFFERING SERVICES:							
151.	SOCIAL SERVICES:		11	2	4	4	4	5
152.	HOME VISITATION	DIRECTLY	10	2	4	3	4	5
153.	HOME VISITATION	REFERRAL	2	0	0	0	0	0
154.	PARENT INVOLVEMENT	DIRECTLY	11	2	2	3	4	5
155.	PARENT INVOLVEMENT	REFERRAL	0	0	0	0	0	0
156.	INFORMATION AND REFERRAL	DIRECTLY	10	2	4	3	4	5
157.	INFORMATION AND REFERRAL	REFERRAL	1	0	2	0	1	0
158.	PERSONAL/FAMILY COUNSELLING	DIRECTLY	10	2	4	3	4	5
159.	PERSONAL/FAMILY COUNSELLING	REFERRAL	3	0	4	3	1	0
160.	PREVENTIVE HEALTH PROGRAMS:		11	2	4	3	4	5
161.	PRE-NATAL CARE FOR MOTHERS	DIRECTLY	0	0	0	0	0	0
162.	PRE-NATAL CARE FOR MOTHERS	REFERRAL	10	1	1	0	1	5
	PROGRAMS							
163.	FIELD TRIPS	DIRECTLY	9	2	3	2	4	5
164.	FIELD TRIPS	REFERRAL	2	0	0	0	1	0
165	FAMILY PLANNING	DIRECTLY	0	0	1	0	0	0
166.	FAMILY PLANNING	REFERRAL	10	1	3	1	1	5
167	EDUCATION FOR PARENTHOOD	DIRECTLY	8	0	1	0	4	4
168	EDUCATION FOR PARENTHOOD	REFERRAL	9	1	3	2	0	5
169.	CHILD ABUSE AND NEGLECT	DIRECTLY	0	0	0	0	0	0
170.	CHILD ABUSE AND NEGLECT	REFERRAL	0	0	0	0	0	0
171.	E P S D T	DIRECTLY	0	0	0	0	2	0
172.	E P S D T	REFERRAL	10	2	3	3	4	5
173.	TOY-BOOK LENDING LIBRARY	DIRECTLY	0	0	0	2	0	0
174.	TOY-BOOK LENDING LIBRARY	REFERRAL	0	0	0	0	0	0
175.	TODDLER STIMULATION PROGRAM	DIRECTLY	9	1	1	0	1	0
176.	TODDLER STIMULATION PROGRAM	REFERRAL	0	0	0	0	0	0
177.	INFANT STIMULATION PROGRAM	DIRECTLY	9	1	1	0	1	0
178.	INFANT STIMULATION PROGRAM	REFERRAL	0	0	0	0	0	1

			ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
179.	PSYCHOLOGICAL EVALUATION	DIRECTLY	1	1	2	0	4	0
180.	PSYCHOLOGICAL EVALUATION	REFERRAL	10	2	4	3	1	5
181.	TRANSPORTATION	DIRECTLY	3	2	3	3	4	5
182.	TRANSPORTATION	REFERRAL	0	1	0	0	0	0
	MEALS:							
183.	LUNCH	DIRECTLY	11	2	3	4	4	5
184.	LUNCH	REFERRAL	0	0	0	0	0	0
185.	BREAKFAST	DIRECTLY	10	2	3	4	4	5
186.	BREAKFAST	REFERRAL	0	0	0	0	0	0
187.	SNACK (A.M.)	DIRECTLY	11	1	3	4	4	5
188.	SNACK (A.M.)	REFERRAL	0	0	0	0	0	0
189.	SNACK (P.M.)	DIRECTLY	11	2	4	4	4	5
190.	SNACK (P.M.)	REFERRAL	0	0	0	0	0	0
191.	OTHER PROGRAMS	DIRECTLY	0	0	0	0	0	0
192.	OTHER PROGRAMS	REFERRAL	0	0	0	0	0	0
	NUMBER OF CLIENTS RECEIVING SERVICES:							
193.	SOCIAL SERVICES:		410	182	346	173	232	285
194.	HOME VISITATION	DIRECTLY	358	182	283	42	218	279
195.	HOME VISITATION	REFERRAL	0	0	0	0	1	5
196.	PARENT INVOLVEMENT	DIRECTLY	152	182	274	91	193	279
197.	PARENT INVOLVEMENT	REFERRAL	0	0	0	0	0	21
198.	INFORMATION AND REFERRAL	DIRECTLY	200	181	193	126	207	231
199.	INFORMATION AND REFERRAL	REFERRAL	49	1	8	58	21	55
200.	PERSONAL/FAMILY COUNSELLING	DIRECTLY	128	181	174	32	140	265
201.	PERSONAL/FAMILY COUNSELLING	REFERRAL	10	1	14	2	0	14
202.	PREVENTIVE HEALTH PROGRAMS:		387	172	267	142	151	257
203.	PRE-NATAL CARE FOR MOTHERS	DIRECTLY	0	0	0	1	0	4
204.	PRE-NATAL CARE FOR MOTHERS	REFERRAL	5	153	2	0	2	124

			ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
203.	FIELD TRIPS	DIRECTLY	378	161	230	223	204	221
204.	FIELD TRIPS	REFERRAL	0	21	0	0	27	54
207.	FAMILY PLANNING	DIRECTLY	3	0	1	0	10	59
208.	FAMILY PLANNING	REFERRAL	36	169	1	0	10	178
209.	EDUCATION FOR PARENTHOOD	DIRECTLY	58	0	0	1	4	142
210.	EDUCATION FOR PARENTHOOD	REFERRAL	1	152	0	0	1	137
211.	CHILD ABUSE AND NEGLECT	DIRECTLY	10	1	0	0	3	5
212.	CHILD ABUSE AND NEGLECT	REFERRAL	13	170	1	8	4	63
213.	E P S D T	DIRECTLY	16	7	2	6	21	3
214.	E P S D T	REFERRAL	212	149	62	40	135	131
215.	TOY-BOOK LENDING LIBRARY	DIRECTLY	32	0	1	70	1	0
216.	TOY-BOOK LENDING LIBRARY	REFERRAL	0	0	0	0	0	0
217.	TODDLER STIMULATION PROGRAM	DIRECTLY	44	41	28	0	13	10
218.	TODDLER STIMULATION PROGRAM	REFERRAL	0	3	0	0	0	2
219.	INFANT STIMULATION PROGRAM	DIRECTLY	23	33	9	0	13	4
220.	INFANT STIMULATION PROGRAM	REFERRAL	0	0	0	0	0	0
221.	PSYCHOLOGICAL EVALUATION	DIRECTLY	26	34	158	0	13	14
222.	PSYCHOLOGICAL EVALUATION	REFERRAL	15	161	0	11	8	61
223.	TRANSPORTATION	DIRECTLY	255	119	123	33	102	231
224.	TRANSPORTATION	REFERRAL	0	0	0	0	0	11
	MEALS:							
225.	LUNCH	DIRECTLY	376	182	269	297	227	281
226.	LUNCH	REFERRAL	0	0	0	0	1	0
227.	BREAKFAST	DIRECTLY	353	182	265	264	224	280
228.	BREAKFAST	REFERRAL	1	0	0	0	1	0
229.	SNACK (A.M.)	DIRECTLY	374	33	270	297	227	158
230.	SNACK (A.M.)	REFERRAL	1	0	0	0	1	0
231.	SNACK (P.M.)	DIRECTLY	378	182	301	289	226	281
232.	SNACK (P.M.)	REFERRAL	0	0	0	0	2	0
233.	OTHER PROGRAMS	DIRECTLY	7	14	5	0	7	0
234.	OTHER PROGRAMS	REFERRAL	3	1	0	0	1	0
235.	NUMBER OF FACILITIES IN THIS SYSTEM		11	2	4	4	4	5

			ANDERSON	CHEROKEE	GREENVILLE	OCONEE	PICKENS	SPARTANBURG
SUPPLEMENTAL SUMMARY REPORT								
NUMBER OF CENTERS OFFERING SERVICES								
236.	COGNITIVE STIMULATION	DIRECTLY	11	2	4	4	4	5
237.	COGNITIVE STIMULATION	REFERRAL	0	0	0	0	0	0
238.	KINDERGARTEN	DIRECTLY	3	1	2	4	1	5
239.	KINDERGARTEN	REFERRAL	0	0	0	0	3	0
240.	SPEECH AND HEARING THERAPY	DIRECTLY	3	1	0	3	3	5
241.	SPEECH AND HEARING THERAPY	REFERRAL	9	1	4	3	1	0
NUMBER OF CLIENTS RECEIVING SERVICES								
242.	COGNITIVE STIMULATION	DIRECTLY	388	182	378	296	250	278
243.	COGNITIVE STIMULATION	REFERRAL	9	0	0	0	0	1
244.	KINDERGARTEN	DIRECTLY	153	160	232	175	68	199
245.	KINDERGARTEN	REFERRAL	0	2	0	0	2	0
246.	SPEECH AND HEARING THERAPY	DIRECTLY	49	140	0	14	134	54
247.	SPEECH AND HEARING THERAPY	REFERRAL	2	42	7	6	4	184

	STATE TOTALS
1. NUMBER OF DAY CARE CENTERS.	23
2. NUMBER OF FAMILY DAY CARE HOMES.	7
3. NUMBER OF GROUP DAY CARE HOMES.	0
4. NUMBER OF FACILITIES THAT ARE PUBLIC.	19
5. NUMBER OF PRIVATE FOR PROFIT FACILITIES	0
6. NUMBER OF PRIVATE NONPROFIT FACILITIES	4
7. NUMBER OF DIRECT OPERATION CENTERS	5
8. NUMBER OF FACILITIES SERVING HANDICAPPED	18
9. NUMBER OF FACILITIES OFFERING TRAINING.	20
10. NUMBER OF CENTERS WITH A VOLUNTEER PROGRAM	16
11. AVERAGE NUMBER OF DAYS OPENED PER YEAR	252
12. AVERAGE INDOOR SQUARE FEET / CHILD	75
13. AVERAGE OUTDOOR SQUARE FEET / CHILD	508
14. AVERAGE NUMBER OF CHILDREN PER TEACHER	7.42
15. AVERAGE NUMBER OF CHILDREN PER STAFF MEMBER	4.09
16. TOTAL NUMBER OF EMPLOYEES:	439
17. AMERICAN INDIAN	0
18. BLACK	167
19. SPANISH AMERICAN	0
20. WHITE	266
21. OTHER	0
22. FEMALE	384
23. MALE	54
24. NO FORMAL DEGREE	38
25. HIGH SCHOOL DIPLOMA	194
26. VOCATIONAL CERTIFICATE	18
27. ASSOCIATE DEGREE	40
28. BACHELORS DEGREE	101
29. MASTERS DEGREE	31
30. DOCTORIAL DEGREE	1

	STATE TOTALS
31. NUMBER OF EMPLOYEES TRAINED LAST YEAR.	270
32. NUMBER OF VOLUNTEERS	0
33. NUMBER OF EMPLOYEES WHO JOINED THE SYSTEM IN THE LAST 12 MONTHS	472
34. NUMBER OF EMPLOYEES WHO LEFT THE SYSTEM IN THE LAST 12 MONTHS	33
35. TOTAL NUMBER OF CHILDREN ENROLLED.	1,798
36. NUMBER OF AMERICAN INDIAN CHILDREN.	0
37. NUMBER OF BLACK CHILDREN.	1,168
38. NUMBER OF SPANISH AMERICAN CHILDREN.	0
39. NUMBER OF WHITE CHILDREN	613
40. NUMBER OF OTHER CHILDREN.	4
41. NUMBER OF FEMALE CHILDREN.	873
42. NUMBER OF MALE CHILDREN.	915
NUMBER OF CHILDREN IN EACH AGE GROUP:	
43. LESS THAN 1 YEAR OLD.	13
44. 1 YEAR OLD.	60
45. 2 YEARS OLD.	70
46. 3 YEARS OLD.	204
47. 4 YEARS OLD.	449
48. 5 YEARS OLD.	609
49. 6 YEARS OLD.	286
50. 7 YEARS OLD.	28
51. 8 YEARS OLD.	19
52. 9 YEARS OLD.	12
53. 10 YEARS OLD.	15
54. OVER 10 YEARS OLD.	41
55. NUMBER OF CHILDREN ATTENDING DAILY	1,798
56. NUMBER OF CHILDREN IN DAY CARE	1,790
57. NUMBER OF CHILDREN IN AFTER SCHOOL CARE	1,774
58. NUMBER OF CHILDREN IN HOME BASED CARE	39

	STATE TOTALS
59. NUMBER OF HANDICAPPED CHILDREN	84
60. BLIND	3
61. EMOTIONALLY DISTURBED	21
62. MENTALLY RETARDED	43
63. PHYSICALLY HANDICAPPED	39
64. DEAF	5
65. NUMBER OF CHILDREN WHO JOINED THE SYSTEM IN THE LAST 12 MONTHS	2,029
66. NUMBER OF CHILDREN WHO LEFT THE SYSTEM IN THE LAST 12 MONTHS	231
NUMBER OF CHILDREN IMMUNIZED:	
67. POLIO	1,485
68. MEASLES	973
69. RUBELLA	1,262
70. D P T	1,498
71. (RESERVED FOR FUTURE)	
72. (NO LONGER USED)	
% OF CHILDREN WHO ARE IMMUNIZED AGAINST:	
73. POLIO	82.59 %
74. MEASLES	54.11 %
75. RUBELLA	70.18 %
76. D P T	83.31 %
77. (RESERVED FOR FUTURE)	
NUMBER OF CHILDREN WITH MEDICAL EXAMINATIONS:	
78. PHYSICAL	1,465
79. DENTAL	840
80. VISION	1,056
81. HEARING	1,121
82. SPEECH	490
% OF CHILDREN WITH MEDICAL EXAMINATIONS:	
83. PHYSICAL	81.47 %
84. DENTAL	46.71 %
85. VISION	58.73 %
86. HEARING	62.34 %
87. SPEECH	27.25 %
88. NUMBER OF CHILDREN WITH ABSENT FATHERS	1,122
89. NUMBER OF CHILDREN WITH ABSENT MOTHERS	94

	STATE TOTALS
90. % OF ABSENT FATHERS CONTRIBUTING SUPPORT	10.96 %
91. CHILDREN ENROLLED WHO HAVE A WORKING MOTHER	993
92. NUMBER OF CHILDREN WHOSE FAMILIES HAVE RECEIVED AFDC ASSISTANCE IN THE LAST 12 MONTHS.	790
93. AVERAGE NUMBER OF SCHOOL YEARS FOR FATHER	10
94. AVERAGE NUMBER OF SCHOOL YEARS FOR MOTHER	10
95. AVERAGE NUMBER OF HOURS WORKED/WEEK, FATHER	40
96. AVERAGE NUMBER OF HOURS WORKED/WEEK, MOTHER	38
97. AVERAGE HOUSEHOLD SIZE FOR THE CLIENT	5.10
98. AVERAGE NUMBER OF CHILDREN IN HOME OF CLIENT	2.76
99. AVERAGE FAMILY INCOME	5,846
100. AVERAGE FAMILY INCOME FOR FAMILIES WITH THE MOTHER AS HEAD OF HOUSEHOLD.	3,831
101. TOTAL FUNDS RECEIVED	4,799,776
102. TOTAL FEDERAL FUNDS	3,615,614
103. FEDERAL FUNDS AS A % OF TOTAL FUNDS	75.32 %
104. TITLE XX	1,484,930
105. U.S. DEPARTMENT OF AGRICULTURE	162,866
106. HEAD START	0
107. APPALACHIAN REGIONAL COMMISSION	1,965,318
108. OFFICE OF ECONOMIC OPPORTUNITY	0
109. EMERGENCY EMPLOYMENT ACT	0
110. COMPREHENSIVE MANPOWER	0
111. COMPREHENSIVE EMPLOYMENT & TRAINING ACT	0
112. OTHER	2,500
113. TOTAL STATE FUNDS	12,800
114. STATE FUNDS AS A % OF TOTAL FUNDS	0.26 %
115. DEPARTMENT OF SOCIAL SERVICES	12,000
116. OTHER	800
117. TOTAL LOCAL FUNDS	169,896
118. LOCAL FUNDS AS A % OF TOTAL FUNDS	3.53 %
119. COUNTY REVENUE SHARING	18,000

		STATE TOTALS
120.	COUNTY TAX BASE	0
121.	CITY REVENUE SHARING	0
122.	CITY TAX BASE	0
123.	COMMUNITY DEVELOPMENT BLOCK GRANTS	122,323
124.	TOTAL PRIVATE DONATIONS	1,500
125.	DONATIONS AS A % OF TOTAL FUNDS	0.03 %
126.	TOTAL FEES COLLECTED	202,702
127.	FEES AS A % OF TOTAL FUNDS	4.22 %
128.	TOTAL IN-KIND	797,264
129.	IN-KIND AS A % OF TOTAL FUNDS	16.61 %
130.	FACILITY	349,209
131.	TRANSPORTATION	88,036
132.	UTILITIES	0
133.	PURCHASED	240,450
134.	SUPPLIES / EQUIPMENT	9,710
135.	OTHER	69,859
136.	BUDGETED FUNDS PER CHILD	2,669
137.	TOTAL EMPLOYEE SALARIES	2,595,751
138.	SALARIES AS A % OF TOTAL FUNDS	54.08 %
	NUMBER OF CHILDREN PER FUNDING PROGRAM:	
139.	CHILDREN WITH FEDERAL FUNDING	1,792
140.	TITLE XX	1,220
141.	U.S. DEPARTMENT OF AGRICULTURE	1,512
142.	HEAD START	1
143.	APPALACHIAN REGIONAL COMMISSION	1,469
144.	COMPREHENSIVE MANPOWER	14
145.	COMPREHENSIVE EMPLOYMENT & TRAINING ACT	2
146.	OTHER FEDERAL PROGRAMS	4
147.	CHILDREN WITH STATE FUNDING	92
148.	CHILDREN WITH LOCAL FUNDING	1,704
149.	CHILDREN FUNDED BY DONATIONS	0
150.	CHILDREN FUNDED BY FEES	526

			STATE TOTALS
	NUMBER OF CENTERS OFFERING SERVICES:		
151.	SOCIAL SERVICES:		30
152.	HOME VISITATION	DIRECTLY	28
153.	HOME VISITATION	REFERRAL	2
154.	PARENT INVOLVEMENT	DIRECTLY	27
155.	PARENT INVOLVEMENT	REFERRAL	0
156.	INFORMATION AND REFERRAL	DIRECTLY	28
157.	INFORMATION AND REFERRAL	REFERRAL	4
158.	PERSONAL/FAMILY COUNSELLING	DIRECTLY	28
159.	PERSONAL/FAMILY COUNSELLING	REFERRAL	11
160.	PREVENTIVE HEALTH PROGRAMS:		29
161.	PRE-NATAL CARE FOR MOTHERS	DIRECTLY	0
162.	PRE-NATAL CARE FOR MOTHERS	REFERRAL	18
	PROGRAMS		
163.	FIELD TRIPS	DIRECTLY	25
164.	FIELD TRIPS	REFERRAL	3
165.	FAMILY PLANNING	DIRECTLY	1
166.	FAMILY PLANNING	REFERRAL	21
167.	EDUCATION FOR PARENTHOOD	DIRECTLY	17
168.	EDUCATION FOR PARENTHOOD	REFERRAL	20
169.	CHILD ABUSE AND NEGLECT	DIRECTLY	0
170.	CHILD ABUSE AND NEGLECT	REFERRAL	0
171.	E P S D T	DIRECTLY	2
172.	E P S D T	REFERRAL	27
173.	TOY-BOOK LENDING LIBRARY	DIRECTLY	2
174.	TOY-BOOK LENDING LIBRARY	REFERRAL	0
175.	TODDLER STIMULATION PROGRAM	DIRECTLY	12
176.	TODDLER STIMULATION PROGRAM	REFERRAL	0
177.	INFANT STIMULATION PROGRAM	DIRECTLY	12
178.	INFANT STIMULATION PROGRAM	REFERRAL	1

			STATE TOTALS
179.	PSYCHOLOGICAL EVALUATION	DIRECTLY	8
180.	PSYCHOLOGICAL EVALUATION	REFERRAL	25
181.	TRANSPORTATION	DIRECTLY	20
182.	TRANSPORTATION	REFERRAL	1
	MEALS:		
183.	LUNCH	DIRECTLY	29
184.	LUNCH	REFERRAL	0
185.	BREAKFAST	DIRECTLY	28
186.	BREAKFAST	REFERRAL	0
187.	SNACK (A.M.)	DIRECTLY	28
188.	SNACK (A.M.)	REFERRAL	0
189.	SNACK (P.M.)	DIRECTLY	30
190.	SNACK (P.M.)	REFERRAL	0
191.	OTHER PROGRAMS	DIRECTLY	0
192.	OTHER PROGRAMS	REFERRAL	0
	NUMBER OF CLIENTS RECEIVING SERVICES:		
193.	SOCIAL SERVICES:		1,628
194.	HOME VISITATION	DIRECTLY	1,342
195.	HOME VISITATION	REFERRAL	6
196.	PARENT INVOLVEMENT	DIRECTLY	1,171
197.	PARENT INVOLVEMENT	REFERRAL	21
198.	INFORMATION AND REFERRAL	DIRECTLY	1,138
199.	INFORMATION AND REFERRAL	REFERRAL	192
200.	PERSONAL/FAMILY COUNSELLING	DIRECTLY	960
201.	PERSONAL/FAMILY COUNSELLING	REFERRAL	49
202.	PREVENTIVE HEALTH PROGRAMS:		1,376
203.	PRE-NATAL CARE FOR MOTHERS	DIRECTLY	5
204.	PRE-NATAL CARE FOR MOTHERS	REFERRAL	284

			STATE TOTALS
205.	FIELD TRIPS	DIRECTLY	1,417
206.	FIELD TRIPS	REFERRAL	102
207.	FAMILY PLANNING	DIRECTLY	73
208.	FAMILY PLANNING	REFERRAL	394
209.	EDUCATION FOR PARENTHOOD	DIRECTLY	205
210.	EDUCATION FOR PARENTHOOD	REFERRAL	291
211.	CHILD ABUSE AND NEGLECT	DIRECTLY	19
212.	CHILD ABUSE AND NEGLECT	REFERRAL	259
213.	E P S D T	DIRECTLY	55
214.	E P S D T	REFERRAL	745
215.	TOY-BOOK LENDING LIBRARY	DIRECTLY	104
216.	TOY-BOOK LENDING LIBRARY	REFERRAL	0
217.	TODDLER STIMULATION PROGRAM	DIRECTLY	138
218.	TODDLER STIMULATION PROGRAM	REFERRAL	5
219.	INFANT STIMULATION PROGRAM	DIRECTLY	84
220.	INFANT STIMULATION PROGRAM	REFERRAL	0
221.	PSYCHOLOGICAL EVALUATION	DIRECTLY	245
222.	PSYCHOLOGICAL EVALUATION	REFERRAL	256
223.	TRANSPORTATION	DIRECTLY	663
224.	TRANSPORTATION	REFERRAL	11
	MEALS:		
225.	LUNCH	DIRECTLY	1,632
226.	LUNCH	REFERRAL	1
227.	BREAKFAST	DIRECTLY	1,548
228.	BREAKFAST	REFERRAL	2
229.	SNACK (A.M.)	DIRECTLY	1,383
230.	SNACK (A.M.)	REFERRAL	2
231.	SNACK (P.M.)	DIRECTLY	1,737
232.	SNACK (P.M.)	REFERRAL	2
233.	OTHER PROGRAMS	DIRECTLY	35
234.	OTHER PROGRAMS	REFERRAL	5
235.	NUMBER OF FACILITIES IN THIS SYSTEM		30

			STATE TOTALS
	SUPPLEMENTAL SUMMARY REPORT		
	NUMBER OF CENTERS OFFERING SERVICES		
236.	COGNITIVE STIMULATION	DIRECTLY	30
237.	COGNITIVE STIMULATION	REFERRAL	0
238.	KINDERGARTEN	DIRECTLY	16
239.	KINDERGARTEN	REFERRAL	3
240.	SPEECH AND HEARING THERAPY	DIRECTLY	15
241.	SPEECH AND HEARING THERAPY	REFERRAL	18
	NUMBER OF CLIENTS RECEIVING SERVICES		
242.	COGNITIVE STIMULATION	DIRECTLY	1,752
243.	COGNITIVE STIMULATION	REFERRAL	10
244.	KINDERGARTEN	DIRECTLY	1,007
245.	KINDERGARTEN	REFERRAL	4
246.	SPEECH AND HEARING THERAPY	DIRECTLY	391
247.	SPEECH AND HEARING THERAPY	REFERRAL	165

frequently needed data are listed.

2) One copy of the State Summaries (SS) will be distributed to Project Directors and OCD staff elements with need to know. The SS answers the identical two hundred forty-seven ((247)) summaries as the CS, but on a statewide basis.

3) One copy of each Center Summary (CES) will be distributed to the center director, project director (if appropriate), and OCD staff elements with need to know. Here again, summaries pertaining to each center's activities, are recorded.

4) One copy of Client Roster (active) will be distributed to the respective centers they apply to as an easy child population locator. The listings are in alphabetical order furnishing the center number and date of birth.

5) One copy of the Employee Roster (active) will be distributed to the center director (or project director if appropriate), wherever these employees are employed. This listing is in alphabetical order, to be used as an easy employee locator.

Value of the Data

Before any organization's information can be compiled and put into the desired format for responding to reporting requirements, it must all be in one place, organized in a logical manner, and available with a minimum of special effort. In the OCD Information System, the data that will be used by the Program Management Unit can also be used to satisfy most of the reporting requirements of staff elements of the

Division, i.e., Contract Management, Fiscal Affairs, Licensing, and others. Furthermore, the system's capability lends itself to making it possible to respond quickly and economically to unanticipated reporting requirements falling within the range of its data base; and, the potential for statistical analysis of variables is virtually limitless.

Future Capabilities

Any organization should have the ability to readily coordinate activities and rapidly communicate information. The OCD Information System was designed to provide for use in a telecommunications network for "broadcasting" policy, directives, and informational messages to all operational sub-units of the Office of Child Development, and its division, Contracts, Grants and Child Development.

The potential benefits of this system are:

* The ability to apply sophisticated simulation/modeling techniques in support of planning and other control activities.
* The rapid notification and introduction of program and policy changes for consistent application by state and field personnel.
* A comprehensive data base to heighten the administration's awareness of OCD's operational status, its tasks, its mission.

It is envisioned within the realm of possibilities that, in the near future, all transactions will be entered into the system directly by means of a terminal (typewriter keyboard) equipped with a cathode ray

tube. This type of sophistication, translated into users application, simply means that once a transaction is entered into the OCD Information System it would be perpetuated (remembered) throughout the data base by automatically updating all related elements of information; i.e., a change in child population in one center would be reflected automatically in the Center Summary (CES), County Summaries (CS), and State Summaries (SS). The data needs of the various programs are very similar; the same information could solve the needs of two or more programs. The benefit of a totally automatic system versus our present, is time lag. With our present system all changes are duly recorded and perpetuated throughout the system on a quarterly basis.

With this report it is intended to demonstrate that unique and innovative mechanisms can be employed for the benefit of people anywhere, anytime. The OCD Information System will prove of immeasurable value in providing better service to the future leaders of South Carolina, the children of today.

The OCD Information System exists today; it is functioning in all respects as described. At certain agreed upon intervals, management must review and concur with the results, and plan for improvement. And finally, without the South Carolina Office of Child Development's administrators' support up to the highest level, their backing and dedication, their committment and resources, this system would have never achieved operational success.

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES CENTER NO: 10632

OFFICE OF CHILD DEVELOPMENT

PGM: P03050C0
RO: P0300380

CENTER RECORD

DATE: 05/12/76
PAGE: 1

CENTER NO: 13632
NAME OF FACILITY: CLEMSON CHILD DEVLP

NR. OF LICENSED SPACES: 088
ACTUAL ENROLLMENT: 088
AVG. NR. ATTENDING DAILY: 75

LICENSE ISSUED: 03/20/75
PREVIOUS CENTER NUMBER:
INDOOR AREA SQUARE FEET: 9,191
OUTDOOR AREA SQUARE FEET: 33,000

NAME OF PROGRAM: CLEMSON HUMAN R
ADDRESS: 111 MCGEE STREET
CLEMSON 29631
COUNTY: PICKENS
TELEPHONE: 654-3345

CENTER IS OPERATIONAL:
DAYS PER WEEK: 5
DAYS PER YEAR: 246
HOURS PER DAY: 10

REGULAR HEALTH INSPECTION: YES
DATE: 01/75

NAME OF DONOR: AHC

EMPLOYEE TRAINING:
DAYS PER YEAR 15

REGULAR FIRE INSPECTION: YES
DATE: 05/75

NAME OF DIRECTOR: [redacted]
HOME ADDRESS: [redacted]
CLEMSON 29631
HOME PHONE: [redacted]

NUMBER TRAINED LAST YEAR: 18
TRAINING OFFERED BY:
STATE YES
PRIVATE CONSULTANT YES
HEAD START NO

STATUS OF CENTER: PRIVATE / NON PROFIT
STATUS OF DONOR: PUBLIC
DOES CENTER SERVE HANDICAPPED: YES
TYPE OF FACILITY: DAY CARE CENTER

SERVICES OFFERED BY THE CENTER:

EDUCATION FOR PARENTHOOD	DIRECTLY	PSYCHOLOGICAL EVALUATION	BOTH	INFORMATION REFERAL	BOTH
CHILD ABUSE AND NEGLECT		FIELD TRIP	DIRECTLY	PERSONAL/FAMILY COUNSEL	BOTH
BREAKFAST	DIRECTLY	PREVENTIVE HEALTH PROGRAM	BOTH	FAMILY PLANNING	REFERAL
HOME VISITATION	DIRECTLY	LUNCH	DIRECTLY	INFANT STIMULATION PROGRA	DIRECTLY
EPSDT	REFERAL	PARENT INVOLVEMENT	DIRECTLY	SNACK AM	DIRECTLY
TODDLER STIMULATION PROG	DIRECTLY	TRANSPORTATION	DIRECTLY	SNACK PM	DIRECTLY
PRE NATAL CARE FOR MOTHER	REFERAL	TOY/BOOK LENDING LIBRARY	NEITHER	COGNITIVE STIMULATION	DIRECTLY
KINDERGARTEN	DIRECTLY	PARENTSOCIA		SPEECH AND HEARING THER	REFERAL

FEDERAL FUNDS: 78.4%

TITLE XX	$ 38,009		
USDA	$ 4,477		
HEAD START	$ 0		
AFC	$ 127,352		
OEO	$ 0		
EEA	$ 0		
CMP	$ 0		
CETA	$ 0		
OTHER	$ 0		

STATE FUNDS: .0%

DEPT. SOC. SERV.	$ 0		
OTHER	$ 0		

CITY FUNDS: .0%

REVENUE SHARING	$ 0
TAX	$ 0
OTHER	$ 0

COUNTY FUNDS: .0%

REVENUE SHARING	$ 0
TAX BASE	$ 0
OTHER	$ 0

IN-KIND FUNDS: 16.6%

FACILITY	$ 0
TRANSPORTATION	$ 5,400
UTILITIES	$ 0
PERSONNEL	$ 19,949
SUPP/EQUIP	$ 0
OTHER	$ 10,720

FEES: 3.0% $ 8,337

LOCAL FUNDS: .0%

DONATIONS: .0% $ 0

COMM. DEV BLCK GRANT	$ 0
LOCAL OTHER	$ 2,260

TOTAL FUNDS $ 216,504

Figure 10

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES CENTER NO: 10632

OFFICE OF CHILD DEVELOPMENT

PGM: P03050C0
RD: P03U336Q

EMPLOYEE RECORD

DATE: 05/12/76
PAGE: 4

NAME:	[redacted]	[redacted]	[redacted]	[redacted]
SOC-SEC-NUM:	[redacted]	[redacted]	[redacted]	[redacted]
SEX:	FEMALE	MALE	FEMALE	FEMALE
RACE:	WHITE	BLACK	BLACK	BLACK
ANNUAL SALARY:	5,000	1,500	2,362	4,500
JOB TITLE:	TEACHER AIDE	JANITOR	CLERK	TEACHER AIDE
MAJOR:	EARLY CHILDHOOD	NO MAJOR/UNKNOWN		
DEGREE HELD:	ASSOCIATE	NO DEGREE	HIGH SCHOOL	HIGH SCHOOL
DEGREE REQUIRED:	HIGH SCHOOL		HIGH SCHOOL	HIGH SCHOOL
EXPERIENCE REQUIRED:				
PART-TIME:				

NAME:	[redacted]	[redacted]		
SOC-SEC-NUM:	[redacted]	[redacted]	- -	- -
SEX:	FEMALE	MALE		
RACE:	BLACK	BLACK		
ANNUAL SALARY:	6,644	984	0	0
JOB TITLE:	TEACHER AIDE	JANITOR		
MAJOR:	NO MAJOR/UNKNOWN			
DEGREE HELD:	HIGH SCHOOL	NO DEGREE		
DEGREE REQUIRED:	HIGH SCHOOL	NONE		
EXPERIENCE REQUIRED:				
PART-TIME:				

Figure 11

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES CENTER NO: 10632

OFFICE OF CHILD DEVELOPMENT

PGM: P030500Q
RD: P0300300

CENTER SUMMARY

DATE: 05/12/76
PAGE: 92

NUMBER OF CHILDREN BY RACES:

WHITE	12
BLACK	71
SPAN AMERICAN	0
AMERICAN INDIAN	0
OTHER	3
TOTAL NO. OF CHILDREN:	87

TOTAL MALE CHILDREN:	45
TOTAL FEMALE CHILDREN:	42

NUMBER OF CHILDRED THAT ARE:

MENTALLY RETARDED	0
BLIND	0
EMOTIONALLY DISTURBED	0
PHYSICALLY HANDICAPPED	0
DEAF	0

NUMBER AND AGES OF CHILDREN:

LESS THAN 6 MONTHS	0
6 TO 12 MONTHS	1
13 TO 18 MONTHS	6
19 TO 24	2
25 TO 30	6
31 TO 36	8
3 TO 4 YEARS	9
4 TO 5 YEARS	17
5 TO 6 YEARS	24
OVER 6 YEARS	14

NO. OF CHILDREN LEFT CENTER IN THE LAST 12 MONTHS:	0
NO. OF CHILDREN JOINED CENTER IN THE LAST 12 MONTHS:	87
NUMBER OF VOLUNTEERS:	0
INDOOR AREA PER CHILD SQ FT	58.9
OUTDOOR AREA PER CHILD SQ FT	375.0

NUMBER AND % OF TOTAL IMMUNIZED:

MEASLES	87	100.0%
POLIO	87	100.0%
RUBELLA	41	47.1%
DPT	31	35.6%

NUMBER OF CHILDREN WITH ABSENT

MOTHERS	0
FATHERS	33

NUMBER OF CHILDREN FROM FAMILIES WITH FEMALE HEAD:	33

AVG. NO. OF SCHOOL YEARS COMPLETED:

MOTHER	12
FATHER	12

AVG. NO. OF HOURS WORKED PER WEEK:

MOTHER	38
FATHER	40

NO. OF FAMILIES THAT HAVE RECEIVED AFDC IN THE PAST 12 MONTHS:	17
AVG. HOUSEHOLD SIZE	5.6
AVG. NO. OF SIBLINGS PER FAMILY:	2.3
AVG. FAMILY INCOME:	8,627

NO. OF EMPLOYEES IN PAST 12 MONTHS TO

JOIN THE CENTER	22
LEAVE THE CENTER	2

TOTAL NO. OF EMPLOYEES AND AVG. SALARY WITH:

NO DEGREE	2	1,242
HIGH SCHOOL	11	4,523
CERTIFICATE	2	5,225
ASSOCIATE	1	5,000
BACHELOR	4	6,402
MASTER	2	11,775
P.H.D.	0	0

SERVICES & NO. OF CLIENT/PARENT/GUARDIANS RECEIVING THEM:

EDUCATION FOR PARENTHOOD	2	PSYCHOLOGICAL EVALUATION	5	INFORMATION AND REFERRAL	65	BREAKFAST	87
CHILD ABUSE AND NEGLECT	3	FIELD TRIP	66	PERSONAL/FAMILY COUNSEL	55	LUNCH	87
PREVENTIVE HEALTH	6	FAMILY PLANNING	18	HOME VISITATION	87	SNACK-AM	87
INFANT STIMULATION PROG	15	EPSDT	18	PARENT INVOLVEMENT	86	SNACK-PM	87
TODDLER STIMULATION PROG	13	TRANSPORTATION	24	COGNITIVE STIMULATION	85	KINDERGARTEN	41
PRE NATAL CARE FOR MOTHE	2	TOY/BOOK LENDING LIBRARY	1	OTHER	1	SPEECH AND HEARING THER	2

Figure 12

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES CENTER NO: 11307

OFFICE OF CHILD DEVELOPMENT

PERF P0500000
RD: P0300480

CLIENT/GUARDIAN RECORD

DATE: 05/05/76
PAGE: 6

RECORD ID.: 11307-6-030371-CLA

CLIENTS NAME: [redacted] CHARLIE L

PARENT/GUARDIAN NAME: [redacted] VERA

ADDRESS: [redacted] GARRETT ST
EASLEY 29640

HOME PHONE: -

GUARDIAN NAME:

COUNTY: PICKENS

SEX: MALE

ETHNIC: BLACK

AGE: 05

BIRTH DATE: 03/03/71

SOC-SEC-NUM: - -

DATE JOINED CENTER: 05/30/75

CLIENT ENROLLED: CENTER BASED

PERSON TO CONTACT IN AN EMERGENCY IF THE PARENT CANNOT BE REACHED:
LANGSTON KATHLEEN

TELEPHONE: -

DOES ABSENT FATHER CONTRIBUTE TO CHILD SUPPORT:

IF YES, HOW MUCH PER MONTH: $ 0

ANNUAL FAMILY INCOME: $ 1,140

HOW MANY CHILDREN IN THE FAMILY? 4

HOW MANY OTHERS: 0

IS ANYONE IN THE FAMILY RECEIVING AFDC: YES

HOSPITALIZATION /

MOTHERS SOC-SEC-NUM: [redacted]

FATHERS SOC-SEC-NUM: - -

CURRENT MARITAL STATUS:
MOTHER SINGLE
FATHER

SPOUSE NOT IN HOUSEHOLD: FATHER

YEARS OF EDUCATION:
MOTHER 08
FATHER 00

TEC. OR VOC. TRAINING:
MOTHER NO
FATHER

OCCUPATION:
MOTHER UNEMPLOYED
FATHER

MEDICAL EXAMINATION:

	DATE	TREATMENT NEEDED	TREATMENT PROVIDED	NATURE OF TREATMENT
PHYSICAL	05/75	NO	NO	
DENTAL	05/75	YES	YES	FLUORIDE
VISION	05/75	NO	NO	
HEARING	05/75		NO	
SPEECH	05/75	NO	NO	

IMMUNIZATION:	DATE	NO. OF BOOSTERS
MEASLES	/	
POLIO	05/75	3
DPT	05/75	3
RUBELLA	05/75	3
[illegible]	/	

INFECTIOUS DISEASE /

HOURS WORKED PER WEEK:
MOTHER 0
FATHER 0

DOCTOR/HEALTH CENTER: [redacted]

ADDRESS: [redacted]
EASLEY 29640

COUNTY: PICKENS

TELEPHONE: [redacted]

HANDICAPS:

REASON CLIENT LEFT:

CLIENT FEES PAID BY:
TITLE XX USDA
ARC
LOCAL

SERVICES RECEIVED BY CLIENT/PARENT/GUARDIAN

PREVENTIVE HEALTH	BOTH	BREAKFAST	DIRECTLY	HOME VISITATION	DIRECTLY
CHILD ABUSE AND NEGLECT	NOT REC	LUNCH	DIRECTLY	PARENT INVOLVEMENT	NOT REC
EPSDT	REFERRAL	SNACK-AM	DIRECTLY	INFORMATION AND REFERRAL	DIRECTLY
PRE NATAL CARE FOR MOTHER	NOT REC	SNACK PM	DIRECTLY	PERSONAL/FAMILY COUNSEL	DIRECTLY
FIELD TRIP	DIRECTLY	TRANSPORTATION	DIRECTLY	FAMILY PLANNING	NOT REC
TOY/BOOK LENDING LIBRARY	NOT REC	SPEECH AND HEARING THER	DIRECTLY	EDUCATION FOR PARENTHOOD	DIRECTLY
INFANT SIMULATION PROGRAM	NOT REC		NOT REC	PSYCHOLOGICAL EVALUATION	NOT REC
TODDLER STIMULATION PROG	NOT REC	COGNITIVE STIMULATION	DIRECTLY	KINDERGARTEN	NOT REC

Figure 13